

CHAPTER 2**BASIC ELIGIBILITY REQUIREMENTS****SECTION 1****GENERAL****020101. RECRUITER GUIDELINES**

a. Eligibility Requirements. The recruiter must review the basic enlistment eligibility requirements discussed throughout this chapter before scheduling any applicant for enlistment/commissioning.

b. Blueprinting. Recruiters are guided in determining an applicant's eligibility from information obtained from interviews, pre-screening, tests and applicant provided background information collected to complete all forms and documents.

c. Interview. The preliminary interview is designed to reveal the applicant's desire for Naval service, involvement in any unusual circumstances, status (age, dependency, prior service, education), and all other information required to make a preliminary eligibility determination.

(1) The recruiter is to obtain all necessary information and question, in depth, any vague answers to ensure eligibility.

(2) During the interview, the recruiter should strive to answer the applicant's questions and provide appropriate information pertaining to commissioning programs.

(3) If any disqualifying mental, conduct or physical characteristic is identified, the recruiter must tactfully inform the applicant and stop further processing.

020102. CHARACTER. Applicants must be able to demonstrate, at the time of enlistment/commissioning, that they're capable of maintaining a satisfactory pattern of conduct. Individuals who are not of the highest moral character would be a liability as a member of the Navy. An individual's acceptability, insofar as character is concerned, will be determined at the time of application, and after a careful review of their completed file.

020103. ELIGIBILITY DETERMINATION AUTHORITY

a. ROTC Participants. ORs shall not attempt to recruit students for OCS who are receiving ROTC scholarships. Where basic military training is required of all students (such as VMI and the Citadel), participants are eligible for Navy officer programs as long as they are not regularly enrolled by signed obligation in any Reserve Officer Training Course (ROTC) program. If a member of an Army or Air Force ROTC unit requests application to an officer candidate program within six months prior to receipt of a college degree, and presents a statement signed by an authorized official of the parent service that he/she will be released from any contractual obligation for military duty incurred through membership in that service, the application may be accepted. Under no circumstances shall Navy recruiting personnel/activities initiate or assist with the initiation of a request for release from contractual obligation.

b. Officer Programs. Any applicant who has ever held a commission in any branch of the Armed Services may be eligible for commissioning in the Navy if they meet the minimum requirements as established in the respective Program Authorization (PA) for their Officer Program choice.

(1) Active Duty Commissioned Officers. Active duty commissioned officers of any branch of the Armed Services must request an inter-service transfer through their parent service.

(2) Inactive Duty Commissioned Officers. Inactive duty Commissioned Officers of any branch of the Armed Services (except the Navy) are generally eligible to apply for any direct commission program through NAVCRUITCOM. Specific requirements for each are listed by program in this instruction. Officers who hold a commission in the reserve component of another service in a similar/related skill set, for which they are requesting transfer to active duty Navy, shall be processed as an inter-service transfer from the reserve component of their parent service to the reserve component of the Navy. They then complete the recall to active duty process. This application can be completed as a single application provided all documents for the inter-service transfer and recall to active duty are included in the application. Recruiters shall coordinate these applications closely with the respective program manager. Officers in the reserve component of another service who desire

appointment in an active duty Navy status in a different corps from which they currently hold a commission are processed as a direct appointment - these officers must obtain a Statement of Conditional Release, DD Form 368, signed by the approving authority of their parent service. Navy inactive commissioned officers are eligible to apply for medical programs through NAVCRUITCOM via active duty recall. Refer to PERS 9 for further assistance at <http://www.npc.navy.mil/CareerInfo/ReservePersonnelManagement/Officers>.

(3) U.S. Public Health Service (USPHS) Officers are eligible to apply, provided they obtain a DD Form 368 from the Public Health Service.

c. Commander, Navy Personnel Command (PERS-911) has cognizance over inter-service transfer programs.

d. Other Service Enlisted Members (Active and Inactive IRR). Members of other components of the armed service may apply for any officer program for which eligible provided a DD Form 368 is submitted. Eligibility can be found in the appropriate PA. Under no circumstances shall Navy recruiting activities actively pursue active enlisted members of other components of the armed service.

e. Navy Enlisted Members

(1) Active duty Navy enlisted members apply in accordance with OPNAV Instruction 1420.1 and submit an application through their chain of command. Exceptions will be made for those members who are within six months of their End of Active Obligated Service (EAOS) and have an approved NAVPERS 1306/7.

(2) Active Navy Reservists (SELRES) apply through their local NAVCRUITDIST. A Request for Conditional Release (DD Form 368) must be routed through their NAVOPSPTCEN for CO recommendation. The recruiter is required to forward the DD Form 368 and NAVOPSPTCEN CO's recommendation to PERS-911 for final signature, prior to submitting their application.

(3) Individual Ready Reserve (IRR) members apply through their local NAVCRUITDIST and the recruiter is required to forward the DD Form 368 to PERS-913 for final signature.

020104. PREVIOUS DISENROLLMENT FROM PROGRAMS LEADING TO A COMMISSION

a. Previous disenrollment, either voluntary or involuntary, from a program leading to a commission in any branch of the military is not automatically disqualifying; disposition is dependent upon the designator.

b. Selection boards will not make a final decision on an applicant without first reviewing the reason for the disenrollment. Applicants must provide a written statement regarding the reasons for the disenrollment or furnish documentation deemed sufficient by the program manager(s) from all officer communities for which the individual wishes to apply.

c. Former USNA midshipmen and NROTC members of either the scholarship or college programs who have received pay entitlements, subsistence allowance, tuition, or fees under the provisions of these programs are eligible for Nuclear Propulsion Officer Candidate (NUPOC), but may not be placed on active duty until graduation.

020105. SCREENING OF APPLICANTS

a. Applicants must be able to demonstrate that they are capable of maintaining a satisfactory pattern of conduct. Individuals who are not of the highest moral character would be a liability the Navy. An individual's acceptability, in so far as character is concerned, will be determined at the time of application, and after a careful review of their completed file.

b. Gang Association. Applicants who disclose or who are suspected of gang association will be interviewed by the CO to determine degree of participation and ability to maintain a satisfactory pattern of conduct. Applicants who have affiliated with gangs should not be denied enlistment/commission based on that affiliation alone. However, applicants who have a history of criminal activity or violence associated with gang activity are not enlistment/commission eligible. Refer to Chapter 2, Section 7 for applicants with gang tattoos.

020106. marginally QUALIFIED PROSPECTS. Before scheduling a marginally qualified prospect to process, the OR must determine that the individual has compensating qualities or attributes that balance or out-weigh the characteristic or circumstance identifying him/her as marginally qualified. It is important to

note that a prospect that is marginally qualified is not a field reject candidate. Field rejection is for non-qualified prospects only. However, knowingly processing or submitting a "Marginally Qualified" applicant's package that is not deemed competitive is not in the best interests of the applicant and only causes unnecessary work for everyone involved (including selection boards). Therefore, the NRD CO has the authority to not process or forward any applicant's package if he/she determines that the package is not competitive for the officer program for which the applicant is applying. Once an applicant's package has been deemed non-competitive, the CO (or designated "By direction" authority) must complete/sign Exhibit 020102 and mail the original to the applicant. A copy must be retained in the applicant's residual file.

020107. MAXIMUM AGE STATEMENT OF UNDERSTANDING. All officers who will be beyond their 42nd birthday on the day of their commissioning are required to acknowledge the potential limitations on their careers as a result of their inability to complete 20 years of service prior to age 62 by signing the Maximum Age Statement of Understanding contained within the respective Service Agreement.

020108. VERIFICATION OF BIRTH/BIRTH CERTIFICATE

a. All applicants for officer programs shall furnish a birth certificate or provide official verification of birth.

(1) U.S. Birth Certificate. Enclose "Certified to be a true copy" signed and dated by the person verifying authenticity into the application.

(2) Non U.S. Birth Certificate. Enclose "Certified to be a true copy" signed and dated by the person verifying authenticity in the residual file along with an English translation of birth certificate. The translation shall be certified by the translator and shall include the translator's printed name, signature and date. The applicant cannot complete the translation.

Note: Puerto Rico Birth Certificates Law 191 of 2009 invalidated all birth certificates issued by the Puerto Rico Health Department prior to July 1, 2010. Therefore, officer applicants born in Puerto Rico must provide a birth certificate issued by the Puerto Rico Vital Statistics Record Office on or after July 1, 2010, before they can be commissioned.

b. If the birth certificate cannot be produced, the Request for Verification of Birth (DD Form 372) will be used as primary evidence by completing the form per the instructions contained thereon and forwarding it to one of the agencies listed below. A copy of the DD Form 372 shall be retained in the applicant's residual file pending response. Upon receipt of the agency verified DD Form 372, replace the unverified copy with the agency verified DD Form 372 in the residual file and enclose the original in the application.

(1) State Bureau of Vital Statistics or State Health Department.

(2) County Department of Public Health, County Clerk's Office, or County Registrar's Office.

(3) City Department of Public Health, City Clerk's Office, or City Registrar's Office.

(4) In the event the agency states that no birth record exists, a combination of secondary evidence any of which must have been created as close to the time of birth as possible, and which may be used to verify the applicant's date and place of birth shall be reviewed by the NAVCRUITDIST Commanding Officer, or an officer designated in writing by the Commanding Officer, for determination of enlistment eligibility. Examples of secondary evidence are as follows:

(a) A U.S. passport (or one in which the individual was included)

(b) Baptismal certificate, certificate of circumcision, hospital record

(c) Separation documents of prior service personnel

(d) Naturalization Certificate

(e) Affidavits of persons having personal knowledge of the facts of birth

(f) Primary school records

(g) Family Bible entries

(h) Early census

(i) Newspaper files

(j) Insurance papers

(5) Upon verification, the officer shall prepare a DD Form 372 and indicate in Section II the circumstances of how the verification was made. Such entry shall be signed and dated by that officer in the "Verified by" block. An example of the appropriate entry is as follows:

"Determination based on review of hospital records and DD Form 372 by name of verifying officer."

c. The DD Form 372 is not to be used to obtain birth record information from the U.S. Citizenship and Immigration Services (USCIS), formerly the Immigration and Naturalization Service (INS).

020109. DEPENDENCY STATUS

a. There are no restrictions relative to dependency status for application to Navy Officer Programs with the exception of the Naval Academy.

b. Single parents or dual military couples having custody of one or more child(ren) must submit a Family Care Plan Arrangements (OPNAV 1740/7) to the NAVCRUITDIST CO/XO (NAVOPSPTCEN COs for reservists) for review and endorsement; include the endorsed OPNAV 1740/7 with the applicants commissioning package. For reserve applicants, the plan will be effective during any required training or mobilization periods. The original OPNAV 1740/7 will be retained by the member and a copy will be retained in the applicant's NAVCRUITDIST file.

c. Applicants will be advised that no preferential treatment with regard to assignments will be afforded single parents.

d. Applicants with dependents are required to provide proof of their dependent's social security numbers in order to properly enroll their dependents into DEERS. This can be accomplished by certified copies of their dependent's social security card or any Social Security Administration issued document that includes the dependent's social security number on it. Applicants with foreign alien dependents residing in the United States illegally are not enlistment/commission eligible until their dependents become properly admitted into the United

States and obtain a social security card, or no longer reside unlawfully in the United States.

020110. SWIMMING REQUIREMENTS

a. The Third Class Swim Test is administered early in the training program at OCS and ODS. Candidates who are unable to successfully complete the swim test will be considered for attrition from the program. All officer candidates are expected to be able to swim prior to reporting to OCS/ODS. An applicant's ability to swim is strictly based upon their self-admission on the swim skill questions of the Application Processing and Summary Record (NC Form 1131/238). If an OCS/ODS applicant checks "no" for any question, he/she must receive official written notice by the NAVCRUITDIST CO or R-OPS (by direction) encouraging him/her to practice swimming prior to shipping to OCS/ODS. The applicant must acknowledge receipt of this letter by signing a copy and his/her understanding of the ramifications of not being able to pass the Third Class Swim Test. Before an applicant is final selected, a copy of this signed letter must be included in the application and verified by the respective NAVCRUITCOM Program Manager (Exhibit 020101).

b. The Third Class Swim Test consists of the following:

(1) Abandon Ship Jump: Jump from a 12-foot tower to simulate abandoning ship.

(2) 50-yd Swim: Using any single stroke or combination of the crawl, breaststroke, sidestroke, and elementary backstroke, swim 50-yards.

(3) Five Minute Prone Float: Remain afloat (face down), utilizing survival-floating skills, for five minutes (drown proofing).

(4) Shirt and Trouser Inflation: Fill a shirt and pair of trousers with air to remain afloat.

**Exhibit 020101. OFFICER CANDIDATE SCHOOL (OCS)/OFFICER
DEVELOPMENT SCHOOL (ODS) THIRD CLASS SWIM TEST**

1400
ADM
Date

From: Commanding Officer, Navy Recruiting District, _____
To: _____, XXX-XX-_____

Subj: OFFICER CANDIDATE SCHOOL (OCS)/OFFICER DEVELOPMENT SCHOOL
(ODS) THIRD CLASS SWIM TEST

Ref: (a) COMNAVCRUITCOMINST 1131.2

1. The Third Class Swim Test is administered early in the training program at OCS/ODS. All officer candidates are expected to be able to swim prior to reporting. Officer Candidates who are unable to successfully complete the swim test will be considered for attrition from the program.

2. Your ability to swim is strictly based upon your self-admission on the swim skill questions of your Application Processing and Summary Record (NAVCRUIT 1131/238). Since you have answered "No" for one or more of the swim skill questions, you are strongly encouraged to practice your swimming skills prior to reporting to OCS/ODS.

3. This letter is written in an effort to advise and counsel you concerning your swimming skills. A copy of this letter will be included in your application submitted to Navy Recruiting Command.

Commanding Officer

I acknowledge receipt of this letter and understand the ramifications of not being able to pass the Third Class Swim Test at OCS/ODS.

Applicant Signature / Date

Exhibit 020102. OFFICER CANDIDATE NON-COMPETITIVE LETTER1131
NRD
DateNAME
STREET ADDRESS
CITY, STREET, ZIP CODE

Dear ,

Your application for commission as a naval officer has been carefully reviewed. Regrettably, I must advise you that you were not selected.

In the selection process, each applicant is considered on a competitive basis with all other applicants for a commission. Due to the limited number of vacancies, only those applicants who appear to be most highly qualified are selected for appointment. Non-selection cannot be attributed to any specific factor, as all facets of the application have been weighed against the current needs of the Navy. Please be assured that your non-selection is, in no sense, an adverse reflection upon you. It is, however, an indication of the keen competition for appointment.

I regret that a favorable decision could not be made in your case. Your interest in the Naval Service is greatly appreciated.

Sincerely,

CO Signature

SECTION 2**CITIZENSHIP****020201. GENERAL**

a. To be eligible for appointment in an active component, U.S. citizenship is required (born in the U.S.A., naturalized, or born abroad of U.S. parents), unless waived by the Secretary of Defense for an original appointment in a grade below the grade of Lieutenant Commander (O4). Dual citizens are eligible to apply, but they must submit proof of renouncing non-U.S. citizenship prior to final selection. Contact NAVCRUITCOM for further guidance (N31).

b. For Reserve appointment, an individual must be either a U.S. citizen or lawfully admitted to the United States for permanent residence.

020202. EVIDENCE OF CITIZENSHIP

a. Applicants for all officer programs shall be citizens of the United States and shall submit positive proof of citizenship at the time of application.

b. Native born citizens. Applicants born in the geographical United States (50 states, Guam, Puerto Rico, Virgin Islands and the Northern Mariana Islands) are considered native born citizens.

c. Applicants born outside the United States of U.S. citizen parents. One of the following verification forms can be sighted and a DD Form 372 completed citing circumstances of how the verification was made.

(1) Certificate of citizenship issued by USCIS, formerly INS. The Evidence of Citizenship (NAVCRUIT 1100/25) form shall be completed.

(2) Report of Birth Abroad to a Citizen of the United States of America (FS 240).

(3) Certification of Birth issued by a U.S. Consulate of the Department of State (FS 545 or DS 1350).

(4) U.S. Passport (or one in which the applicant was included).

(5) For applicants not born in the Panama Canal Zone and who cannot provide any of the above documentation, prepare DD Form 372. Include as much information as is known about the applicant and a signed Authority for Release of Information and Records (DD 2221). Mail both documents with a self-addressed return envelope to:

Overseas Births
Department of State
Passport Services, Room 386
1425 K Street, N.W.
Washington, D.C. 20524

(6) Applicants born in the Panama Canal Zone:

(a) To a U.S. citizen parent, provide a certificate of birth issued by the Panama Canal Zone government indicating U.S. citizenship and verified by the Panama Canal Zone government will be accepted.

(b) Who cannot provide any of the above documentation, the Panamanian Birth Certificate must be verified with the Panama Canal Commission utilizing a specially modified DD Form 372. Applicants shall not be enlisted until the Panama Canal Commission returns the DD Form 372 indicating that either the applicant's natural mother or father was a U.S. citizen at the time of the applicant's birth. This DD Form 372 will be addressed to:

Vital Statistics Unit
Administrative Services Division
Panama Canal Commission
APO Miami 34011

(c) Are U.S. citizens only if either the natural mother or father was a U.S. citizen at time of the applicant's birth (this may also apply to applicants born in New Cristobal (Colon, Republic of Panama)). Applicants who were born in the Republic of Panama of U.S. citizen parent(s) claiming U.S. citizenship shall have citizenship verified in the same manner as any other applicant born abroad of U.S. citizen parent(s).

(7) Applicants unable to produce one of the above, or other documentation indicating naturalized U.S. citizenship, shall not be processed.

d. Derived citizenship or naturalized citizens

(1) Applicants who have either completed naturalization proceedings on their own behalf or claim to derive citizenship, though alien-born, from the citizenship/naturalization of their parent(s), must present a Certificate of Citizenship, a Certificate of Naturalization (both of which are issued by USCIS, formerly INS), or a U.S. passport, or one in which the individual was included, as proof of citizenship. The processing office will sight one of these forms and complete the Evidence of Citizenship (NAVCRUIT 1100/25) form and return the certificate to the applicant.

(2) In the case of those applicants who claim to derive citizenship from the status of their parent(s), and who can offer no proof other than documentary evidence of their parent(s)' status, the following can be used:

(a) Document Verification Request (INS G-845) can be used by the applicant to request verification of naturalization or certificate of citizenship, or

(b) A United States passport.

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SECTION 3

SOCIAL SECURITY NUMBER REQUIREMENT

020301. CRITERIA. A valid Social Security Number (SSN) issued by the Social Security Administration (SSA) is mandatory to process for enlistment/commission.

020302. VERIFICATION

a. SSN verification shall be accomplished by personally sighting one of the three documents listed in the table below. Original SSN verification documents must be photocopied, certified as true copies of the original document, and the certified copies placed in both the applicant's residual file and application. The NAVCRUITDIST CO shall establish a copy certification policy in writing.

DOCUMENTS FOR VERIFICATION OF SOCIAL SECURITY NUMBER ELIGIBILITY

Social Security Number card issued by the Social Security Administration
<i>Certificate of Release or Discharge from Active Duty</i> (DD Form 214) for prior service veterans
<i>Report of Separation and Record of Service</i> (NGB Form 22) for prior Army or Air National Guard members

Note: The Armed Forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) should be "CERTIFIED AS A TRUE COPY" to ensure that the original was cited, and "REPRODUCED FOR REFERENCE PURPOSES ONLY" written or typed in a conspicuous location. Originals should be immediately returned to the applicant for safekeeping.

b. OR and OP are responsible for validating the applicant's SSN.

c. Numeral Identification (NUMI/NUMIDENT) printouts issued by SSA are not authorized for enlistment/commissioning.

d. SSN Cards with "Issued for work purposes only" or any other phrase stamped on the face of the card are not valid for enlistment/commissioning. There are no exceptions.

e. Refer to Section 4 for additional guidance pertaining to SSN Cards and enlistment name requirement.

020303. **WAIVERS.** Waivers of SSN requirements for enlistment/commissioning contained in this section are not authorized.

SECTION 4**ENLISTMENT/COMMISSIONING NAME REQUIREMENT**

020401. ENLISTMENT/COMMISSIONING NAME. The name shown on the applicant's Social Security card will be used as the applicant's enlistment/commissioning name of record and is required to be used on all enlistment/commissioning processing forms and documents.

a. If the name on the Social Security card is different than the name shown on the applicant's birth certificate, then the enlistment/commissioning name is considered a "preferred name".

(1) Social Security cards with derivatives of the applicant's legal first and middle names, as shown on their birth certificate are acceptable for enlistment/commissioning processing.

(2) When derivative names of the applicant's legal first and middle names are shown on the applicant's Social Security card, the applicant shall enlist/commission using his/her legal name, as it appears on his/her birth certificate or DD Form 372.

(3) Social Security cards that have the middle name(s) omitted, abbreviated (use of beginning letter initial), or represented by a derivative of the name are also acceptable. If there is an initial used for the middle name on his/her Social Security card, verify the middle name from the birth certificate or DD Form 372. If applicants name is Darin Joseph Smith, and the middle initial J., is used on the Social Security card, you may assume that the J. is for Joseph, therefore enlistment/commissioning documents shall read "Darin Joseph Smith." If there is no middle name on the Social Security card enlistment/commissioning documents shall use "Darin Smith" as the name of record. If the applicant desires his/her middle name on the enlistment/commissioning documents, then the applicant is required to obtain a new Social Security card with either his/her middle name or initial printed on the Social Security card.

(4) If a suffix, i.e., Jr., II, III, etc is listed on the birth certificate or DD Form 372, then the Social Security card must have been issued with the suffix printed on the Social Security card. There are no exceptions to this requirement.

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SECTION 5**EDUCATION**

020501. EDUCATION CREDENTIALS. Applicants must meet the specific educational requirements of each officer program for which they apply. Refer to the appropriate PA for further guidance.

020502. LETTER OF ACCEPTANCE FOR STUDENT PROGRAMS

a. All student programs require letters of acceptance (LOAs) for appropriately accredited institutions or programs. Letters will be signed by the school registrar or similar school official.

b. All FAP applicants will provide an LOA for a residency program.

020503. LETTER OF GOOD STANDING

(a) A letter of good standing with the school/residency program is required for all Medical Programs and FAP applicants who are currently enrolled in school or residency program.

(b) JAG workforce applicants must provide proof of good standing with their BAR.

020504. TRANSCRIPTS

a. Accredited Institutions. Officer candidates for all programs must, prior to applying for commission, possess a baccalaureate degree from a college or university that is listed in the Directory of Accredited Institutions of Post Secondary Education or the Higher Education Directory, published annually by Higher Education Publishing Incorporated. The New York State Board of Regents is also an acceptable accrediting agency. Exceptions to this will be reviewed on a case-by-case basis by NAVCRUITCOM. Completion of all work for a degree at such institutions, together with written certification by the college/university that the degree is to be conferred later, is also acceptable. For all medical programs, contact the NAVCRUITDIST or NAVCRUITCOM Education Services Specialist (ESS) for lists of accredited colleges/universities.

b. Non-accredited Institutions

(1) Officer program applicants from colleges/universities not accredited by one of the seven regional accrediting agencies may be considered for Navy officer programs if the non-accredited institution's credits are fully accepted by at least three regionally accredited institutions. The following example is an acceptable statement that may be signed by the registrar, admissions officer, or any other appropriate official of a regionally accredited institution and must bear the school seal:

"This is to certify that (name of regionally accredited institution) accepts all credits by transfer from (name of non-accredited institution) in the same manner that it accepts credits from institutions accredited by regional associations. (Name of regionally accredited institution) also admits graduates of (name of non-accredited institution) to graduate study if they meet the same standards that graduates of regionally accredited colleges/universities meet."

(2) On a case-by-case basis, an applicant who has received a baccalaureate degree from a non-accredited college/university may be processed if a regionally accredited institution has accepted him/her as a candidate for a master's or higher-level program of study.

c. Graduates of Foreign Institutions. Foreign college or university graduate applicants will furnish copies of their high school diploma and baccalaureate degree to include official transcripts in the original language and certified translations from the awarding institutions. Documentation must be submitted to the NAVCRUITDIST or NAVCRUITCOM Education Services Specialists for evaluation and recommended DoD/DoN Educational Enlistment Code. Applications will be submitted only if the certification is positive. Commercial organizations offering foreign education translations and evaluation services to the applicant are unacceptable.

(1) All foreign documents submitted must be a line-by-line translation into English prior to NAVCRUITCOM submission; a document summary is unacceptable.

(2) Translations of foreign documents by applicant, applicant's spouse or any family member of the applicant are not acceptable.

(3) For graduates of foreign medical, dental, medical service corps, or nurse corps programs, contact the appropriate NAVCRUITCOM Program Manager (PM) regarding accreditation or reciprocal agreements. Refer to specific medical program designator program authorizations for requirements.

d. Official Transcripts. A transcript is "official" only if issued by the original source, sent directly from the educational institution in question, and clearly identified as being an official document of that institution (i.e., marked by a raised or colored seal of the institution of higher learning). Transcripts stamped "issued to students" are not acceptable unless they have been sent directly from the school to the NAVCRUITDIST in a sealed envelope.

e. Official Electronic Transcripts. Electronic copies of transcripts are accepted if printed out and certified to be a true copy in front of a Recruiter (Rank E7 or above). Electronic transcripts will include the name of the school, the applicant's name and a copy of the institutions grading system (i.e., whether the school grades on a 4.0 or 5.0 grading system, etc.).

f. Transcripts will be submitted for each post secondary institution the applicant has attended.

g. Applicants for Medical programs (except students) will include a statement regarding their participation in continuing education and statements from appropriate training program officials regarding the completion of professional or certification training.

h. All Dental Corps applicants will provide a certified copy of their dental school diploma.

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SECTION 6

PROFESSIONAL QUALIFICATIONS

020601. PROFESSIONAL SCHOOL ENTRANCE EXAM REPORT. Professional school admission test scores will be provided for the following programs:

- a. DC (HPSP or HSCP) student programs: Dental Aptitude Test (DAT)
- b. MC (HPSP or HSCP) student programs: Medical College Admission Test (MCAT) (Except Texas medical school applicants).
- c. MSC Optometry student programs: Optometry Admissions Test (OAT)
- d. JAG student programs: Law School Admission Test (LSAT)

020602. PROFESSIONAL CERTIFICATES/CERTIFICATION

a. If an applicant has earned a professional certification or license, a copy of the appropriate document will be included in the application package. Examples include:

(1)	Engineer in Training (EIT)
(2)	Professional Engineer (PE)
(3)	Graduate Medical Education Certificates (Internship, Residency, Fellowship)
(4)	Current Medical Professional licenses (Certified)
(5)	Medical Specialty Certification
(6)	Foreign Medical Graduate Certificate (ECFMG/FMGEMS)
(7)	Nursing License (Certified) (All licenses ever held)
(8)	Certificate of Ordination
(9)	National Commission on Certification of Physician Assistant
(10)	Dental Specialty: Specialty Board Certificate
(11)	JAG: Proof of Good Standing with BAR
(12)	MSC Clinical Psychology: Internship Certificate/License
(13)	Workforce Dental & Optometry: National Board results

b. Where reproduction of the certification or license is prohibited, a statement that the recruiter has sighted the

Certification will be included in the Application Processing and Summary Record (NAVCRUIT 1131/238).

c. Review the respective Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC) and Nurse Corps (NC) PA for Armed Forces of Pathology (AFIP) credentialing requirements.

020603. PROFESSIONAL INTERVIEWS

a. The primary objective of the professional interview is to determine the applicant's potential as a Navy Officer. The interview process also accomplishes the following:

(1) provides an opportunity to inform the applicant of the details of the program for which he/she is applying;

(2) provides the applicant an opportunity to answer questions and

(3) informs the applicant about the training he/she will receive.

b. The number of interviews required varies among programs, but all Officer applicants must have a minimum of 1 Officer Interview, preferably by an Officer within the program the applicant is applying for (except MC and DC student programs if they meet the requirements set forth in paragraph c below). The application checklist will be reviewed to ensure the correct procedures are followed.

c. In the case of MSC applicants, they must be interviewed by an officer in the community applied for and in the specialty applied for as well. For MC and DC student programs, no interviews are needed if the following requirements are met:

(1) DC: GPA greater than 3.0 and DAT equal to or greater than 20.

(2) MC: GPA greater than 3.0 and MCAT equal to or greater than 22.

d. Reserve Officers may be requested to give interviewing assistance, where appropriate.

e. Officer personnel assigned to recruiting duty are authorized to interview officer program applicants.

f. In no case will an interview appraisal form be prepared based on input, either written or oral, from another source.

g. All interview appraisals submitted with an application will be the result of either close association (the one informal interview allowable) or formal observation (face-to-face personal contact).

h. Interview results will be made using the interviewer's appraisal sheet (NAVCRUIT 1131/5). Appraisals may be hand written but should be typed if possible.

Note: All interviews conducted (favorable and non-favorable) will be forwarded with the application.

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SECTION 7**PHYSICAL REQUIREMENTS****020701. ORTHODONTIA**

a. Applicants wearing an orthodontic retainer (fixed or removable) are acceptable for enlistment/commission or affiliation with a 'P1' profile. Applicants wearing orthodontic braces are not qualified for Active Component or Reserve Component enlistment/commission, except for prior service applicants who are eligible for Reserve Component affiliation. Individuals wearing fixed orthodontic appliances, who are otherwise mentally and physically qualified, may enlist/commission in Officer Student Programs only. These applicants must present a letter from their orthodontist, on the date of initial physical examination, stating that orthodontic therapy will be concluded and the appliances removed, at the individual's expense, prior to transfer to OCS/ODS or DCO school. Individuals who have not completed orthodontic therapy, or who have fixed orthodontic appliances in place at the time of transfer to OCS/ODS or DCO school will be disqualified from entering onto active duty. Each applicant must clearly understand that the Navy will not incur any obligation or cost connected with orthodontic appliances either during or after enlistment in an officer student program. Retainers require no further treatment and are not to be confused with braces, which require continued treatment and are disqualifying.

b. Direct accession officer and DCO program applicants wearing fixed orthodontic appliances, who are otherwise mentally and physically qualified are prohibited from enlistments/commissioning if the orthodontic treatment cannot be concluded and the appliances removed, at the individual's expenses, prior to transfer to OCS/ODS or DCO school.

020702. TATTOOS/BODY ART/BRANDS. Four criteria will be used to determine whether tattoos/body art/brands are permitted for Navy personnel: content, location, size and cosmetic.

a. Content. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited. For example, tattoos/body art/brands that are obscene, sexually explicit, and/or advocate discrimination based on sex, race, religion, ethnic, or national origin are prohibited. In addition, tattoos/body art/brands

that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.

b. Location. No tattoos/body art/brands on the head, face, neck or scalp. The neck area for purposes of this regulation is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt. In addition, otherwise permissible tattoos/body art/brands on the torso area of the body shall not be visible through white uniform clothing.

c. Size. Individual tattoos/body art/brands exposed by wearing a short sleeve uniform shirt shall be no larger in size than the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger. Tattoos/body art/brands that exceed size criteria are waiverable provided they do not violate the content or location criteria.

d. Cosmetic Tattoos. This instruction does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment. For the purposes of this instruction, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.

e. Cosmetic Permanent Makeup. Effective 1 November 2009, cosmetic permanent makeup is authorized for female sailors. Permanent makeup is authorized for eyebrows, eyeliner, lipstick and lip liner only. It shall be in good taste, blend naturally with the skin tone and enhance a natural appearance. Exaggerated or faddish cosmetic styles are not authorized (NAVADMIN 304/09 refers).

(1) Mutilation. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face or skin for the purpose of and or resulting in an abnormal appearance. Examples of mutilation include, but are not limited to a split or forked tongue; foreign objects inserted under the skin to create a design or pattern; enlarged or stretched holes in the ears (other than a normal piercing); intentional scarring on the neck, face or scalp; and intentional burns creating a design or pattern.

(2) Dental Ornamentation. The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs,

jewels, initials or other similar ornamentation.

(a) For the purposes of this instruction, gold or silver caps are not considered as ornamental as long as the member can provide dental documentation verifying that the gold or silver was used for dental reasons vice ornamentation.

(3) Action

(a) Navy Recruiting personnel shall conduct a screening for all tattoos/body art/branding. Use of the Tattoo Screening Certificate, NAVCRUIT 1133/104, is mandatory for any applicant with tattoos/body art/brands. The completed certificate shall be placed in the applicant's residual file.

1. Photograph Documentation. Recruiters are permitted to photograph tattoos/body art/brands located below the knee and also located from the shoulder joint to the fingertips. Only personnel assigned positions at the Navy Liaison Office or NAVCRUITDIST headquarters in the following manner shall photograph applicants with tattoos/body art/brands located in other areas of the body:

a. Females shall be photographed in running shorts and sports bra or modest swimsuit top. Clothing shall not be manipulated in order to provide a better picture of the tattoo.

b. Males shall be photographed in running shorts. Clothing shall not be manipulated in order to provide a better picture.

c. All photographs shall be taken using a two person same sex rule in a location that provides for the applicant's privacy. Photographs shall be taken in such a manner as to not include the applicant's face in the photograph. In the event there is not a second same sex person in the Navy Liaison Office or NAVCRUITDIST headquarters, use of other service personnel is authorized.

d. Applicants with tattoos/body art/brands shall arrive at MEPS with the proper clothing prescribed above and briefed as to what photographs must be taken and by whom. They shall also read and sign the NAVCRUIT 1130/104 Tattoo Screening Certificate acknowledging the screening process.

e. Photographs of tattoos/body art/brands requiring a NAVCRUITDIST CO eligibility determination may be sent electronically together with the NAVCRUIT 1130/104, DD Form 2808, DD Form 2807, applicant handwritten statement, and NAVCRUIT 1133/103 completed in its entirety. The NAVCRUITDIST CO may request additional documentation when deemed necessary to assist in the eligibility determination.

f. Photographs of tattoos/body art/brands on the neck will be taken in such a manner to include the applicant's shoulders.

(b) NAVCRUITDIST COs shall conduct an interview (face-to-face or telephonic) with any applicant who possesses questionable tattoos/body art/brands and denying enlistment/commission to those whose tattoos/body art/brands are considered inappropriate for members of the Navy service. NAVCRUITDIST XOs and R-OPS may be delegated responsibility only when authorized "by direction" authority, in writing, by the NAVCRUITDIST CO. The following statement will be made on the Application Processing and Summary Record (NAVCRUIT 1131/238).

(Date): "I have interviewed (Name of applicant) and reviewed his/her body art/marking(s) and determined they (are/are not) in compliance with COMNAVCRUITCOMINST 1131.2D."

NAVCRUITDIST CO/XO/R-OPS/EPDS Signature/Date

(4) Waivers. The following criteria will be used when evaluating applicants for tattoos/body art/brands.

(a) Content. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited and not waivable.

(b) Location. Tattoos/body art/brands on the head, face or scalp are prohibited regardless of size or content. Tattoos/body art/brands on the neck area that extend above the collar line of a properly fitted open collar uniform shirt are also prohibited. Tattoos/body art/brands that exceed the top of a properly fitted crew neck T-shirt require approval by the NAVCRUITDIST CO only. There are no exceptions to this policy.

Note: Tattoos/body art/brands located on the torso, legs, or upper arm cannot be visible while wearing white uniform

clothing. If visible, NAVCRUITDIST COs must make an enlistment/commissioning eligibility determination.

(c) Size. Tattoos/body art/brands that are exposed when wearing a properly fitted crew neck T-shirt shall be no larger in size than the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger. Tattoos/body art/brands that exceed the size criteria may be submitted for a NAVCRUITDIST CO waiver provided they do not violate the content or location criteria. The NAVCRUITDIST CO may elect to send difficult or questionable cases to COMNAVCRUITCOM (N35) for review and eligibility determination.

(d) Mutilation. Anybody mutilation is prohibited. Questionable cases may be referred to COMNAVCRUITCOM (N35) for review and eligibility determination.

(e) Removal/Alteration of Tattoos/Body Art/Brands. Disqualified applicants who later have any tattoo/body art/brands professionally concealed or altered may request reconsideration for enlistment/commissioning eligibility determination.

(f) The R-OPS or person designated "by direction" shall ensure that applicants with tattoos/body art/brands are warned not to obtain any additional tattoos/body art/brands. All applicants will sign a NAVPERS 1070/613 (Exhibit 020701) acknowledging the Navy's tattoo policy. File the NAVPERS 070/613 in the member's residual file and upload into OTools.

**EXHIBIT 020701. TATTOO/BODY ART/ BODY MUTILATION/BODY MARKING
WARNING**

ADMINISTRATIVE REMARKS

NAVPERS 1070/613 (REV. 10-81)

S/N 0106-LF-010-6991

SHIP OR STATION

Tattoo/Body Art/Body Mutilation/Body Markings

YYMMDD: I understand the Navy's Policy on Tattoo/Body Art/
Body Mutilation/Body Markings. I further understand that I am
not to obtain or have any additional tattoos/body art/body
mutilation/body markings applied to my body while in school or
awaiting commissioning. Failure to comply with this warning
could result in my release from all commissioning programs.

(APPLICANT SIGNATURE)

(WITNESS SIGNATURE)

(CO/XO/R-OPS)

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
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SECTION 8**MEDICAL DOCUMENTATION/PHYSICAL EXAMINATIONS****020801. ACCOMPANYING OFFICER CANDIDATES TO THE MILITARY ENTRANCE PROCESSING STATION (MEPS).**

An Officer Recruiter may, when availability permits, chaperone the applicant to the Military Entrance Processing Station for processing or an alternate location for physical exams. If the applicant is going to a Navy facility for physical, the OR will chaperone the applicant, as the applicant is not registered in Defense Eligibility Enrollment Reporting System (DEERS). Civilian officer processors are not authorized to chaperone applicants to MEPS.

020802. PHYSICAL STANDARDS

a. Applicants must meet height, weight and body fat standards per the Department of Defense Instruction (DODI) 1308.3 (Exhibit 020801). Any applicant who is shipped to OCS and is out of body fat standards will be reviewed by NAVCRUITCOM N311/N313 for consideration of removal from counting towards the NAVCRUITDIST's goal.

b. MEPS personnel will measure applicants who exceed the screening limits for body fat. Male applicants measuring 22% or less body fat (23% if 40 years of age or older) and female applicants measuring 33% or less (34% if 40 years of age or older) are commission eligible.

c. Only for the purpose of determining the maximum acceptable height for entry in the Navy, round down from the nearest measured inch (for example, 78 3/4 inches will be rounded down to 78 inches).

Note: Height to the nearest 1/4 inch will be recorded on the Report of Medical Examination (DD Form 2808, formerly the SF88).

d. Aviation applicants must weigh between 105 - 235 lbs. Pilot applicants rarely meet anthropometric standards below 64 inches in height or above 76 inches in height. NFO applicants between 62 inches and 78 inches in height generally will meet anthropometric standards. Questions regarding anthropometric qualifications are to be directed to NAVCRUITCOM (N31).

020803. APPLICANTS PRE-SHIPPING PHYSICAL FITNESS ASSESSMENT (PFA) REQUIREMENTS

a. A Pre-OCS PFA will be administered by authorized personnel no earlier than 30 days and no later than 14 days prior to all Active Duty Officer Candidates shipping regardless of when last PFA was administered. Inactive Ready Reserve (IRR) Officer Candidates (collegiates and non-collegiates) are only required to conduct the height/weight/BCA portion of the PFA as IRR Officer Candidates are not required to participate in the PFA Program or any physical training conducted by recruiting personnel. OPNAVINST 6110.1H provides requirements for conducting a PFA. Waivers may be submitted to N311/N312/N313 or N314, on a case by case basis, for consideration of shipping an applicant who fails this PFA.

020804. EXAMINATION OF FEMALE APPLICANTS. Female applicants will be examined by a provider in accordance with the Manual of the Medical Department (MANMED) P-117. The presence of a female attendant is strongly encouraged.

020805. APPOINTMENT, ENLISTMENT, AND AFFILIATION PHYSICAL EXAMINATION

a. Purpose. This article covers policy and physical examination procedures for Non-Prior Service (NPS) and Prior Service (PS) applicants processing for appointment, enlistment, or affiliation in either the Active Component (AC) or Reserve Component (RC) of the Navy.

b. Physical Examination. A physical examination is defined as an assessment performed by an authorized military or military service contracted healthcare provider for the purpose of determining an individual's acceptability for initial entry, continued service, release, separation, or discharge from military service. At a minimum, physical examination documentation includes Report of Medical History (DD Form 2807-1 formerly the SF93), Report of Medical Examination (DD Form 2808 formerly the SF88), and any supporting documentation (i.e., consultation documents), documentation of prior service or continuing active duty service if applicable.

c. Active Component Officer

(1) Applicants for officer programs must meet accession commissioning physical standards.

(2) Officer applicants may be processed at a MEPS, Military Treatment Facility (MTF), NAVOPSPTCEN, or on a limited basis, examined by an authorized contract physician with NAVCRUITCOM approval.

(3) When the examiner determines the applicant is physically qualified or not physically qualified, the applicant's complete physical examination is ready to be forwarded as medical documents to NAVCRUITCOM (N3M) for physical qualification determination.

(4) NAVCRUITDIST Officer Processor will ensure the N3M determination letter is uploaded into OTools and forwarded to N315 for next action.

(5) N315 or the appropriate program manager will inform the NAVCRUITDIST when the applicant has been approved or disapproved for continued processing.

Note: Pregnant female applicants are ineligible for further processing.

d. Reserve Component Officer

(1) NAVET applicants separated from Active Duty for less than 6 months who meet all of the following criteria are able to affiliate with the Reserves with no further medical review required:

(a) Physically qualified for separation.

(b) The member is not changing designators.

(c) The member has no factors that would limit world-wide assignment or deployability.

(d) The member has no Veteran's Affairs (VA) disability compensation pending.

Note: The complete separation physical (DD2697 or SF600) and all supporting medical documents must be provided to the affiliating NOSC.

(2) All NAVET applicants for affiliation with more than 6 months but less than 24 months from separation from Active Duty service and still has a remaining Military Service

Obligation (MSO), must submit the following documents to N3M for a physical qualification determination:

- (a) N3M Officer Submission Cover page
 - (b) DD214 or Separation orders
 - (c) DD2697 or Separation Physical
 - (d) Last completed physical examination that includes hearing and vision testing
 - (e) A Current 2807-1 (within 90 days) signed by a credentialed privileged provider
 - (f) A letter of activity from the applicant regarding any limitations or restrictions that may impact world-wide assignability
- (3) For all other RC Officer Applicants follow the process for AC Officer Applicants in article 020805c.

BCA Note 1: Body composition measurements will be conducted and recorded on medical documents by a healthcare provider or Command Fitness Leader (CFL) only.

BCA Note 2: NAVET female officers who gave birth to a child within the last six months and whose separation from active duty or drill status was less than six months ago may process for affiliation without meeting the Navy's height/weight/body fat standards. Once affiliated, they must meet Navy height/weight/body fat standards per OPNAVINST 6110.1.

Pregnancy Note: Pregnant NAVET female officers whose separation from active duty or drill status was less than six months ago may process up until their 32nd week of pregnancy. All other pregnant females are ineligible.

e. Validity Period of Physical Examinations

(1) Physical examinations performed by United States Military Entrance Processing Command (USMEPCOM) are valid for a period of 24-months from the date of examination. However, in cases where the MEPS physical is the last physical examination of record for a prior service applicant processing for RC affiliation, then the MEPS physical may be used if the member has been separated from active duty less than six months or less

than six months has elapsed since their last satisfactory drill participation as a reservist (verified by their Summary Points Capture document).

(2) Military routine, separation, release, and discharge physical examinations are valid for a period of 24 months from the date of release from active duty or drill status. Prior service applicants processing for AC commissioning or RC affiliation/ commissioning require a new complete physical examination after twenty four months have elapsed since their last period of active duty (verified by their Summary Points Capture document).

(3) The DD Form 2807-1 which is used to update the member's physical examination must be dated no greater than 90-days prior to the date of N3M review. Applicants processing for RC affiliation must include a DD Form 2808. Physical examinations dated greater than 90 days prior to the date of N3M review must be updated with the use of DD Form 2807-1 and signed by a credentialed military provider (military medical officer, nurse practitioner, physician assistant, or an Independent Duty Corpsman (IDC)), or an authorized contracted physician (officer applicant only, with prior NAVCRUITREG Commander approval).

Note: Hospital Corpsman assigned to MTF/NAVOPSPTCEN are not authorized to sign DD2807-1s unless they hold one of the following NECs: 8491, 8425, 8402, 8494, or 8403.

f. Processing applicants on the Temporary Disability Retirement List (TDRL)/receiving severance pay or disability compensation as follows:

(1) TDRL through the NPC (PERS-8). NPC notifies appropriate recruiting activities when personnel on the TDRL are eligible for reenlistment. If the Navy member desires to reenlist or affiliate, recruiters will use the following guidelines:

(a) Arrange for a new physical examination.

(b) Submit physical examination results to N3M for review and physical qualification determination.

(c) Reserve Officers on the TDRL (or equivalent) of another service, who are declared "fit for full duty" and are authorized to affiliate in their respective service branch, may apply for inter-service transfer into the Navy when formally

separated/discharged from the other service. If found physically qualified, submit the physical examination results to N3M for physical qualification determination.

(d) For information regarding the TDRL program, including an applicant's current status, contact NPC (PERS-8).

(2) Waiver of Disability Compensation

(a) Disability compensation is a monetary benefit awarded by the Department of Veterans Affairs (DVA) based on a service-connected disability. Members who were found "Unfit" via final Physical Evaluation Board (PEB) determination with a rating of 30% or higher are transferred to the Permanent Disability Retired List (PDRL) and are ineligible. Those rated below 30% receive disability severance pay and may be eligible. In many cases, these individuals choose to waive their Navy disability retirement compensation in favor of DVA disability compensation, which is usually at an increased percentage. Applicants in this category who are subsequently found physically qualified and are authorized to affiliate must waive their disability compensation, regardless of source, and, if contracted, the disability compensation waiver must be effective on the date of the member's enlistment or affiliation.

(b) N3M will review waivers for applicants who are drawing (or have a claim pending for) a pension, disability allowance, disability compensation, or retired pay from a federal government by virtue of prior military service. A NAVRES 1326/4 will be sent to N3M in addition to the medical documentation.

(3) Disability/Severance Pay

(a) Personnel previously discharged with disability severance pay are not precluded from affiliating provided they meet physical standards and are qualified in all other respects. To ensure proper monitoring of these personnel, all such cases must be submitted to N3M. In such cases, N3M may reverse the medical examiner's determination. Consideration for waiver will be given at time of N3M review.

(b) Personnel in the above category who subsequently affiliate are not required to repay any disability severance pay previously received. Any disability compensation being received, however, must be terminated effective the date of affiliation.

g. Instrumented Drug Testing (IDT) and Human Immunodeficiency Virus (HIV) Requirements:

(1) Instrumented Drug Test

(a) All Navy applicants will be screened for the presence of marijuana, cocaine, and amphetamines via an Instrumented Drug Test. MEPS performs instrumented drug testing for all Navy applicants processed through the MEPS. This is accomplished by the MEPS drug and alcohol test (DAT) initiated during the applicant's initial physical examination. RC officer applicants processed at an MTF or by a contract physician will be screened for drug use during their first full drill requirement after contracting.

(b) AC officer applicants not administered an Instrumented Drug Test by the MTF or contract physician are ineligible for further processing until an Instrumented Drug Test is completed. In such cases, the applicant may be taken to either the NAVCRUITDIST or local NAVOPSPTCEN to have a urine sample collected by the command's urinalysis coordinator for delivery to one of the Navy's authorized drug laboratories. Instrumented Drug Test procedures will be conducted in accordance with OPNAVINST 5350.4. Urine samples will be mailed individually to the Navy drug lab with clear instructions for the sample to be screened for the possible presence of drugs. Applicant urine samples will not be mailed with urine samples collected from command members as part of the Navy's random drug testing program.

Note: Use of NAVOPSPTCEN for the purpose of conducting Instrumented Drug Tests is strictly at the discretion of the NAVOPSPTCEN CO.

020806. HIV/SEROLOGICAL EXAMINATION REPORTS

a. Every reasonable effort should be made to ensure that the physical reports submitted as part of the application include results of a serological exam. Where this is not possible, process per procedures found in the MANMED, which stipulate that when such examinations are not practicable at time of application or commission, they may be accomplished at the member's first duty station.

b. All new accessions will be screened for the presence of the Human Immunodeficiency Virus, Type III (HIV) antibody. This testing is part of the entrance physical examination at MEPS or

a military MTF. Negative HIV test results will be recorded on the DD Form 2808. All active duty officer applicants and DCO applicants must have a negative HIV result within 24 months prior to commissioning. Documentation of negative results for the HIV screening must be signed by a Medical Department Representative except in the case of physicals conducted by MEPS.

c. Testing. Individuals who have a positive ELISA test will have a Western Blot test completed on their blood sample. For Navy Reserve applicants, negative HIV results must be verified and documented within 24 months before affiliation of a direct commission officer; assignment of a veteran to a drill status requires the applicant to sign a Page 13 agreeing to have an HIV drawn on their first drill weekend.

d. Notifying Applicants of Positive Test Results for MEPS Test Only. Individuals who test positive for HIV are not eligible for enlistment/commissioning/appointment/affiliation. Positive Western Blot test results and HIV test results will be treated with the highest degree of confidentiality, released to no one without a demonstrated need to know per MANMED. The following procedure applies for notifying applicants of positive test results:

(1) MEPS will notify a Western Blot/HIV positive applicant by registered letter that he/she needs to return to the MEPS to discuss a medical problem and to contact his/her recruiter to arrange an appointment at MEPS.

(2) The CO will receive an EYES ONLY copy of the letter. Upon being contacted by the applicant, the recruiter will contact MEPS and schedule an appointment for the applicant with the Chief Medical Officer.

(3) Applicants are to be transported to and from the interview by responsible NAVCRUITDIST personnel. In no case will the recruiter inform an applicant of the positive test results.

(4) The medical officer will inform the applicant of the positive HIV test results, the implications of such results, and will offer the individual the opportunity for a second HIV antibody test.

(5) In those instances where the applicant acknowledges receipt of the letter, but does not return to the Navy medical

facility within 30 days, the MEPS will send a second registered letter that specifically advises the applicant of the positive test results.

(6) When the NAVCRUITDIST receives acknowledgement of the second letter, the case will be considered closed.

e. Non-MEPS Positive Test Results Handling. Positive test results will be handled with extreme sensitivity and confidentiality. Under no circumstances will a non-medical professional or recruiting personnel release test results to any applicant.

020807. DRUG AND ALCOHOL TEST (DAT). All officer candidates will be administered a DAT as part of their physical examination for application for commission or appointment. In addition, they will be tested again within 72 hours (normally 24 hours) of arrival at their respective school (OCS/ODS/DCO).

a. Candidates will be made aware of these tests and advised that any positive result from a DAT will result in their immediate disqualification and release from active duty.

b. Active duty collegiate programs (NUPOC, BDCP, CEC, and HSCP) must have received the results of the DAT prior to commission/enlistment due to delay in reporting to respective schools.

c. Inactive duty collegiate programs (HPSP, JAG students, etc.) will be tested upon commencing active duty (normally when reporting to respective schools).

d. Oxycodone/oxymorphone (synthetic opiates) are key ingredients in the drugs Percodan, Percocet, and Tylox, which are commonly prescribed to relieve pain after medical or dental surgery. These drugs are part of the DAT screen panel.

(1) All current DEP and collegiate members will be informed of the focus on opiate abuse and provided an opportunity to reveal any prescription pain medication use. Those admitting to prescribed pain medication use will have all medical documents and a statement from the prescribing physician submitted for NAVCRUITCOM (N3M) review to determine whether the condition is disqualifying.

(2) Additionally, all current DEP and collegiate members will be informed that subsequent instrumented drug testing at

OCS/ODS/DCO School will screen for natural and synthetic opiates. Those with positive DAT results will be subject to further Medical Officer review and possible Entry Level Separation.

(3) New contract applicants will be informed of the Standard Drug Panel changes prior to administration of the DAT at MEPS. Applicants who, on the initial DAT, test positive for any opiate (natural or synthetic) and are not prescribed such medication by a physician are ineligible for Navy service for a period of 12 months (365 days).

(4) Applicants may, at service discretion, re-test on the 366th day following initial test date with a NAVCRUITCOM waiver. Applicants testing positive on their second test are barred from Navy enlistment, commissioning or affiliation. Applicants having valid pain medication prescriptions will be submitted for MEPS Chief Medical Officer review to determine whether the condition is disqualifying and whether such disqualification is temporary or permanent.

020808. MEDICAL CONSULTS

a. The expense involved in obtaining additional medical information that is not available through the MEPS or military medical facilities, and which is required prior to an applicant's physical determination by NAVCRUITCOM (N3M), must be borne by the applicant.

b. Statements from optometrists will be accepted on all matters pertaining to eye examinations, except definitive diagnosis of disease. If there is evidence of disease, then the opinion of an ophthalmologist regarding the type and severity of the disease process should be sought. Ophthalmologists are considered qualified to make statements concerning all diseases and conditions of the eyes. In all instances, the examiner should be informed of precisely what information is desired. When the desired information can be supplied by an optometrist or ophthalmologist, no preference should be indicated to the applicant.

020809. CORRECTION OF MINOR PHYSICAL DEFECTS

a. NAVCRUITCOM representatives will not recommend that any medical or surgical treatment be taken for the sole purpose of meeting the physical standards for enrollment in any officer program. Such corrective procedures should be done only with a

view toward attaining a better state of physical qualification and only on the advice of the individual's personal physician. Correction of such defects will be the sole responsibility of the applicant, financially and otherwise, and no assurance, implied or otherwise, will be given that he/she will be accepted if disqualifying defects are corrected.

b. Elective surgical procedures, such as radial keratotomy, PRK and Lasik, which are performed to improve visual acuity, may not be accepted by the Navy as corrective. The performance of any corrective procedure may result in a condition which disqualifies the applicant.

020810. REQUIREMENTS FOR RE-EXAMINATION

a. Applicants whose applications are pending, or who request reconsideration after failure to select for reasons other than physical disqualification, are not required to undergo a complete physical reexamination unless a period of two years has elapsed since the date of the last physical examination.

b. Applicants who are enlisted/commissioned must have a physical within two years of the projected commissioning date/graduation from OCS/ODS per MANMED 15-13. If the physical will expire prior to initiation of OCS/ODS, a new physical examination is required.

c. A complete physical examination and report are required in each instance where the applicant has suffered an illness, injury, or has elective surgery that has created a material change in his/her physical condition.

d. The Manual of Medicine (MANMED 15-45) states that pregnancy is a physically disqualifying condition. OPNAVINST 6000.1 states that women with pregnancies that existed prior to entrance or during initial training (i.e., Recruit Training or Officer Candidate School (OCS)) will be discharged as unqualified for military service. Direct Commission Officer (DCO) applicants are not eligible to be commissioned if they are pregnant. Applicants previously disqualified for pregnancy may resubmit after being evaluated by an OB/GYN and obtaining a Release of Care certificate and a documented negative pregnancy test by the treating physician.

020811. NOTIFICATION OF PHYSICAL STATUS. In all cases of physical disqualification, the applicant will be notified by an

OR, including those who are temporarily disqualified.

020812. COURTESY REVIEWS

a. Purpose. The purpose of courtesy reviews is to provide an initial medical risk assessment to aid the NAVCRUITDIST in determining if an applicant should initiate application processing based upon knowledge of a known medical condition. Applicants will not be sent to MEPS to obtain physicals for courtesy reviews.

b. The request for a courtesy review will be submitted directly to NAVCRUITCOM (N3M) with the following:

(1) An Officer Applicant Courtesy Review Cover Sheet (checklist).

(2) A Medical Prescreen of Medical History Report (DD Form 2807-2).

(3) All civilian supporting medical documentation available including surgical reports (if applicable).

(4) A statement from the applicant concerning the condition (if applicable).

(5) In the case of prior service applicants, documentation of discharge from military service (DD214 or separation orders).

(6) For current active duty enlisted applicants applying for officer programs, a statement from the applicant regarding current military status and date of end of obligated service.

c. The R-OPS (or OIC of a NRS), or, in the absence of the R-OPS or OIC, the XO will review and approve all courtesy review requests by signing and dating the Officer Applicant Courtesy Review Cover Sheet (checklist) prior to submitting the request to NAVCRUITCOM (N3M).

d. NAVCRUITCOM (N3M) will provide the NAVCRUITDIST with one of the following recommendations based on the documents provided:

(1) Processing warranted

(2) Processing not warranted

(3) Insufficient information to provide an assessment

e. In the case of "Processing warranted", see Chapter 4 for application submission guidance.

f. In the case of "Processing not warranted", the NAVCRUITDIST will inform the applicant of N3M's initial assessment. As courtesy review risk assessments do not constitute field rejection criteria, the NAVCRUITDIST will ask the applicant if they still wish to proceed with processing. If the applicant decides to complete processing, see Chapter 4 for application submission guidance.

g. In the case of "Insufficient information to provide an assessment", the NAVCRUITDIST has two options:

(1) The applicant can seek, at the applicant's own expense, additional civilian medical documentation to assist N3M in making a medical risk assessment. If the applicant chooses to do so, the NAVCRUITDIST will resubmit all documents included in the initial courtesy review request, any new documents obtained by the applicant and a new Officer Applicant Courtesy Review Cover Sheet (checklist).

(2) The applicant may submit an Application to Board. See Chapter 4 for Application to Board submission guidance. Physical at MEPS should not be completed until after the applicant is RECPRO "Y". Forward Final Documents when completed as required.

h. Courtesy Reviews do not replace processing of the official physical. NAVCRUITCOM (N3M) courtesy review risk assessments are only preliminary recommendations and do not constitute Final Documents submission or final medical finding.

020813. MEDICAL WAIVER PROCEDURES. All officer program applicants will have their Medical Documents reviewed by NAVCRUITCOM (N3M). The following procedures apply:

a. Requests for medical waivers shall be sent to and processed by NAVCRUITCOM (N3M) only after HIV and DAT results are obtained and documented on DD Form 2808.

b. The applicant is found to be Physically Qualified (PQ) or Not Physically Qualified, waiver approval (NPQRW).

c. If an applicant is found to be Temporarily Not

Physically Qualified (TNPQ), NAVCRUITCOM (N3M) will forward a letter directly to the NAVCRUITDIST stating the additional information that is needed prior to a final determination of physical qualification.

d. If an applicant is Not Physically Qualified (NPQ), a letter stating the reason for physical disqualification will be forwarded to the NAVCRUITDIST from NAVCRUITCOM (N315) and the applicant will be processed for non-selection.

(1) Medical Conditions Not Generally Waiverable:

(a) Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), HIV Antibody, or history of any of the above.

(b) Single kidney - regardless of cause.

(c) Loss of an arm or leg.

(d) Seizure disorder with seizure and/or medication within five years.

(e) History of Cancer with treatment within five years (except basal cell carcinoma).

(f) Diabetes Mellitus Type I or Type II.

(g) Loss of one eye.

(h) History of Cataract surgery.

(i) History of any Keratoconus (protrusion of the cornea).

(j) History of Glaucoma.

(k) Refractive Surgery: Radial Keratotomy.

(l) History of Aphakia (lens replacement of the eye).

(m) Severe Allergic reaction (Anaphylaxis) to insects or food.

(n) Cirrhosis.

- (o) Corneal transplant history.
- (p) Crohn's Disease and Ulcerative Colitis (Intestinal ulcers).
- (q) Severe deformities of the mouth, throat, or nose that interfere with speech or mastication of ordinary food.
- (r) Severe Scoliosis (spine curvature) or Kyphosis ("hunchback").
- (s) History of eating disorders: Anorexia Nervosa and Bulimia.
- (t) Headaches (recurrent and severe), which require prescription medication or interfere with daily activity.
- (u) Hepatitis, chronic: Hepatitis B or Hepatitis C carrier.
- (v) Malignant Hyperthermia/Hyperpyrexia (adverse reaction to anesthesia).
- (w) Multiple Sclerosis (nerve disease involving muscle weakness and un-coordination) and Muscular Dystrophy (progressive atrophy/wasting of the muscles).
- (x) Severe orthopedic injuries that result in functional limitations secondary to residual muscle weakness, paralysis, or marked decreased range of motion.
- (y) Otitis Media (middle ear infection/inflammation), chronic or currently active.
- (z) Pes Cavus (abnormally high arches of the feet with increased extension of the toes), severe, symptomatic (other than routine orthotic use).
- (aa) Pneumonectomy, removal of entire lung.
- (bb) Pregnancy (except for prior service processing for affiliation).
- (cc) Prosthetic replacement of joints.
- (dd) Psychiatric Conditions: Schizophrenia; Major Depression, recurrent; Bipolar Disorder; Panic disorders; Sexual

disorders; and Personality disorders, severe.

(ee) History of Retinal disease or detachment.

(ff) Un-descended testicle unless surgically removed or confirmed to be congenital absence.

(gg) Chronic skin disorders. Atopic dermatitis; Eczema; Psoriasis.

(hh) Spinal Fusion, greater than two vertebral spaces, congenital or surgical involving any number of vertebrae, by any method.

(ii) History of drug and/or alcohol abuse or diagnosed substance dependence.

(jj) History of Neurofibromatosis.

(kk) Congenital (birth) heart defects that have not been repaired.

(ll) History of intestinal bypass or stomach stapling.

(mm) Severe head injury within the past five years.

(nn) Latex allergy.

(oo) Anabolic Steroid Use. Any applicant admitting steroid use within the previous two months is not enlistment eligible. The Chief Medical Officer at MEPS may consider waivers on an individual basis after attaining internal medicine consultation or appropriate history. If a waiver is recommended, request must be forwarded to COMNAVCRUITCOM (N3M). Send the following test results for waiver consideration:

1. microscopic urinalysis and

2. liver function study. Dosage strength of steroids used must also be documented. Use of steroids longer than two months before enlistment application is not medically disqualifying; however, any indication of high steroid dosage and/or chronic use must have internal medicine consultation to evaluate late or residual steroid effects.

(2) Medical Conditions Generally Considered Waiverable.

Applicants who appear to be, in all other respects, qualified for enlistment but reveal a history of one or more of the following common conditions must be advised that treatment records or a summary from their private or attending physician will be of value to the examining MEPS physician during the pre-enlistment physical examination and may reduce the possibility of temporary medical disqualification.

Note: This list is not all-inclusive.

(a) History of Ophthalmologic Disorders such as excessive refractive error: +/- 8.00 diopters sphere, +/- 4.00 diopters cylinder. LASIK and PRK surgery to include preoperative refractive measurements.

(b) History of Respiratory disorders such as childhood Asthma, Reactive Airway Disease or Exercise-Induced Asthma, pneumothorax (traumatic or spontaneous).

(c) History of Orthopedic surgery or injury (ORIF, retained hardware, ACL or Arthroscopic, Bankhart repair, bunionectomy).

(d) History of Gynecological disorders such as Endometriosis, Cervical Dysplasia, or abnormal PAP smear.

(e) History of Cardiovascular disorders such as repaired congenital heart malformation or conductive disorder (WPW) treatment.

(f) History of Abdominal/Gastrointestinal disorders such as Hernia repair (must be 60 days postoperative with release from care statement), GERD, hemorrhoids.

(g) History of Neurological disorders such as back pain, surgery or asymptomatic mild Scoliosis, sleepwalking, childhood epilepsy, concussion.

(h) History of Urinary disorders such as kidney stones, proteinuria, or childhood enuresis.

(i) History of Psychiatric disorders such as mood, personality, conduct, or behavior disorder. History of ADD/ADHD with medication use. (Must provide medical treatment records/transcripts regarding work or school performance after discontinuation of medication. Applicant must have been off medication for one year).

(j) History of Dermatological disorders such as mild skin disorders (i.e., acne, pilonidal cyst, contact dermatitis, urticaria, and warts).

(k) Hearing. Pure tone hearing loss at 500, 1000, 2000 Hz of not more than 30 db on average with no individual level greater than 35 db at these frequencies in either ear. Pure tone hearing loss at 3000 Hz of not more than 45 db and 4000 Hz not more than 55 db in either ear.

Note: The NAVCRUITDIST may request a physical profile reconsideration from N3M when NEW additional medical/physical information is obtained.

Note: NAVCRUITDIST OPs will ensure the N3M determination letter is uploaded into OTools and forwarded to N315 for Next Action.

020814. FLAG REVIEW PROCEDURES. Requests for Flag Review of an NPQ applicant are only to be completed following acceptance of a non-selection letter due to NPQ. The following procedures apply:

a. The NAVCRUITDIST CO must write a formal request for flag review endorsing the applicant.

b. The NAVCRUITDIST CO's formal request and all **NEW** additional medical documentation will be forwarded to NAVCRUITCOM N3M via 00S secretariat.

EXHIBIT 020801. WEIGHT AND HEIGHT SCREENING TABLE

Height (Inches)	Men Maximum Weight (pounds)	Women Maximum Weight (pounds)	Men/Women Minimum Weight (pounds)
58	131	131	91
59	136	136	94
60	141	141	97
61	145	145	100
62	150	149	104
63	155	152	107
64	160	156	110
65	165	160	114
66	170	163	117
67	175	167	121
68	181	170	125
69	186	174	128
70	191	177	132
71	196	181	136
72	201	185	140
73	206	189	144
74	211	194	148
75	216	200	152
76	221	205	156
77	226	211	160
78	231	216	164
79	236	222	168
80	241	227	173

Notes:

1. Do not disqualify applicants who exceed maximum weight for height. Determine body fat content.

2. Candidates exceeding the maximum weight for their height may be processed provided their body fat does not exceed 22% (males) or 33% (females). Prior service candidates meeting computed age criteria but who are chronologically 40 or more years of age must meet OPNAVINST 6110.1 retention standards of 23% (males) or 34% (females).

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SECTION 9**DRUG AND ALCOHOL SCREENING REQUIREMENT**

020901. POLICY. Department of the Navy policy is that drug and alcohol dependent applicants, current drug and alcohol abusers, and those individuals whose pre-service abuse of drugs and/or alcohol indicates a proclivity to continue abuse in the service, are not permitted to enter the naval service. The Navy recognizes that some people have clear potential to become creditable performers despite past exposure to drug and/or alcohol abuse. Recruiting procedures must include positive measures to identify and screen out drug and/or alcohol abusers at the point of application for admission. They will also provide an administrative procedure for the granting of pre-service drug abuse waivers to good risk applicants for initial entry into the service.

a. Applicant Understanding of the Navy's Zero Tolerance Policy. All Navy applicants must be informed of the Navy's zero-tolerance policy toward drug and alcohol abuse early in processing.

b. Pre-Service Drug or Alcohol-Related Offenses Individuals who have been convicted or adversely adjudicated for two or more drug or alcohol offenses require a drug or alcohol waiver. This waiver is in addition to any civil waiver that may be required.

c. Pre-Service Behind-The-Wheel (BTW) Related Offenses. Individuals who have been convicted of an alcohol-related offense must be considered under the guidelines for processing applicants with past civil convictions. In this regard, two or more BTW convictions (such as driving while intoxicated (DWI), driving under the influence (DUI), operating under the influence of liquor (OUIL), driving while alcohol impaired (DWAI), etc.) can be indicative of a serious problem with alcohol. Whenever an applicant is adversely adjudicated for driving while under the influence of illegal drugs or alcohol, the offense is considered a BTW offense regardless of how the State terms the offense. As an example, a charge of DUI, which is reduced to reckless driving, is still considered a BTW offense if there is evidence presented that the driver was under the influence of drugs or alcohol. Applicants with a BTW conviction must wait a mandatory period of one year from the date of the original offense before being gained as an accession or affiliation. Applicants with more than two BTW convictions are ineligible for

commission; however, an exceptionally qualified applicant who has shown evidence of having discontinued his/her abuse of alcohol or illegal drugs may request a waiver from COMNAVCRUITCOM provided the person has no more than two BTWs and is not assessed onto active duty or gained as an affiliation until 12 months has elapsed since the date of the most recent BTW offense. The mandatory waiting period is not waivable.

020902. DEFINITIONS. The following definitions are for operational use within the alcohol and drug abuse programs of the Navy. They do not change definitions in statutory provisions, regulations, or directives concerning personnel administration, medical care, or with determination of misconduct and criminal or civil responsibilities for a person's acts or omissions.

a. Alcohol Abuse. The use of alcohol to an extent that it has an adverse effect on the user's health or behavior, family, community, or the Navy or leads to unacceptable behavior as evidenced by one or more alcohol induced incidents.

b. Alcohol Dependence and/or Alcoholism. The compulsive use of alcohol resulting in physical, psychological or social harm to the user and continued use despite that harm.

c. Alcohol Induced Related Offense. Any adverse adjudication involving alcohol.

d. Alcoholic. An individual who is suffering from the disease of alcoholism.

e. Controlled Substance. Those substances listed in Schedules I-V established by Section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970, as updated and republished under that Act. Substances listed include, but are not limited to, marijuana, narcotics, hallucinogens/psychedelics, and specific depressants and stimulants.

f. Depressants. Sedative-hypnotic drugs of diverse chemical structure all capable of inducing varying degrees of behavioral depression. Depending on dose, can have a sedative, tranquilizing, hypnotic (sleep), or anesthetizing effect. Most common categories of depressants include barbiturates (such as Phenobarbital or Secobarbital), tranquilizers, benzodiazepines, or methaqualone.

g. Detoxification. Medical and psychological management of the alcohol and/or drug withdrawal processes.

h. Drug Abuse. Illegal or non-medical use of, or possession of, drugs.

i. Drug Paraphernalia. All equipment, products, and materials of any kind that are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of law.

j. Drug Dependence. The compulsive use of a chemical or pharmacological agent resulting in physical, psychological, or social harm and continued use despite that harm. The term does not include the continuing prescribed use of pharmaceuticals as part of the medical management of a chronic disease or medical condition.

k. Drug Possession. The exercise of actual physical custody and control, or the exercise of dominion and control, over a controlled substance. Merely being in the presence of another person who is in possession of a substance, or merely knowing the location of a substance, does not constitute possession. The substance does not, however, have to be in the hands of a person or otherwise on the person. Possession may be established by the fact that the substance was found on the premises or in a place over which a person exercises dominion and control. Two or more persons may be in possession of a substance.

l. Drug-Related Incident. Any incident in which drugs are a factor. For the purposes of this instruction, voluntary self-referral, use, possession of drugs or drug paraphernalia, or drug trafficking constitute an incident. Other types of incidents must be carefully evaluated to determine if drugs are an underlying factor where medical care is required, or suspicious public or domestic disturbance has taken place.

m. Drug Trafficking or Supplying. The wrongful distribution of a controlled substance.

n. Experimental/Casual Use of Marijuana. One who has illegally or improperly used marijuana for reasons of curiosity,

peer pressure, or other similar reasons and who positively and clearly rejects any further marijuana use. Marijuana use for reasons of a deeper and more continuing nature than those motivating drug experimenters or casual users cannot be waived.

o. Hallucinogens/Psychedelics. A group of diverse, heterogeneous compounds, all with the ability to induce visual, auditory, or other hallucinations and to separate the individual from reality. Depending on substance and dosage, these substances can cause disturbances in cognition and perception. Most common categories are: LSD; Mescaline; Peyote; Psilocybin; and psychedelic amphetamine variants (STP, MDA). Although a unique drug, for the purposes of this instruction Phencyclidine (PCP) is included in this general drug category.

p. Marijuana. Any intoxicating product of the hemp plant (*Cannabis Sativa*), any synthesized product of the hemp plant (i.e., hashish), or any other variant thereof. For the purposes of this instruction, the terms marijuana and cannabis are used interchangeably.

q. Narcotics. Any opiates or opiate derivatives, including their synthetic equivalents. Included as opiates are morphine, codeine, heroin, methadone, talwin, percodan, darvon, etc.

r. Physical/Physiological Dependence. An alteration to an individual's physiology or state of adaptation to a substance evidenced by a pattern of pathological use, impaired social or occupational functioning, an increased tolerance for the substance, and withdrawal symptoms when use of the substance is abruptly discontinued.

s. Prescription Dependence. The dependence on a drug prepared for, and dispensed to, an individual under the written direction of a physician. An individual may become dependent upon prescription medications either through no fault of their own or through the manipulation of the medical system. Each incident of prescription dependence must be handled on a case-by-case basis to determine the individual's role in becoming chemically dependent.

t. Psychological Dependence. A preoccupation with a drug (including alcohol) characterized by craving for, ruminations about, and an intense desire to secure a regular supply of, the drug. Psychological dependence predates physical dependence by as much as five years.

u. Recovering Alcoholic/Drug Abuser. A person whose chemical dependency has been arrested through abstinence.

v. Stimulants. Widely diverse category made up of central nervous system stimulant drugs that increase the behavioral activity of an individual. Most common categories of abused stimulants include cocaine, amphetamines, and methamphetamines.

020903. WAIVER CRITERIA FOR DRUG USE

a. Nuclear Propulsion Programs. No officer or officer candidate will be accepted into the Nuclear Propulsion Program including officers assigned to Naval Reactors' staff, who has:

(1) Been addicted to any illicit drug or is physically or psychologically dependent on any illicit drug or alcohol.

(2) Been a drug trafficker or manufacturer per OPNAVINST 5355.3.

(3) Abused illicit drugs (other than marijuana).

Note: Waivers for pre-service experimental marijuana use may be granted by CNRC (with Commander, Navy Personnel Command (PERS-42) concurrence), for Nuclear Propulsion Officer Candidates, Nuclear Power School Instructors, and Naval Reactor Engineers.

(4) During processing and in personal history questioning, the following will be accomplished for applicants to the Navy Nuclear Propulsion Program:

(a) Applicants will acknowledge, by signature, that they may be subject to further background investigation and that any false statements made during application may subsequently result in removal from the program. The certification will also indicate to what extent the applicant meets the criteria in the above paragraph and will contain a signed statement rejecting the illegal use of drugs.

(b) If the applicant admits to drug abuse and requests consideration, the following information concerning the circumstances of past drug abuse involvement will be obtained:

1. Type(s) of drug(s) abused
2. Number of times, approximate dates and amounts

3. Period over which taken

4. Last involvement

5. Civil involvement

(c) The Nuclear Propulsion Program Pre-Service Drug Abuse Statement NAVCRUIT 1131/8 will be used to document the statements made by applicants for nuclear programs regarding drug use. This form will be submitted with the application kit to NAVCRUITCOM. NAVCRUITCOM will review all pre-service drug abuse statements and grant waivers, if appropriate (with PERS-42 concurrence). Applicants for these programs may be granted a pre-service drug abuse waiver by NAVCRUITCOM (with PERS-42 concurrence) for experimental use of marijuana only.

b. All Non-Nuclear Officer Programs. No individual will be accepted in any officer program, exclusive of the nuclear field programs above, who has:

(1) Been addicted, or physically or psychologically dependent on any drug or alcohol

(2) Been a trafficker of illegal drugs

(3) Abused drugs classified as Class D offenses (Major Misconduct/felony (Exhibit 021003)).

(4) Abused marijuana within the past 90 days.

c. Pre-service drug abuse waivers may be requested for a non-nuclear field officer applicant as discussed in Section 11 of this chapter. Pre-service drug abuse waiver authority for applicants in non-nuclear related officer programs is listed in Exhibit 020901. Pre-service drug abuse waivers will not be considered for any applicant for a non-nuclear field officer program who has:

(1) Abused drugs classified as Class D offenses (Major Misconduct/felony (Exhibit 021003)) within one year of the date of application submission.

(2) Abused marijuana within 90 days of the date of application submission.

d. No applicant will be considered for a pre-service drug abuse waiver who does not reject further abuse.

e. Those applicants requiring drug waivers will be considered for a pre-service drug abuse waiver based upon the type and extent of drug abuse, expressed attitude toward past and future drug abuse, suitability under the whole-person concept, and the recommendation of the cognizant NAVCRUITDIST CO, XO.

f. Those applicants who are not eligible for drug waiver consideration under the parameters stated above are subject to mandatory rejection at the field level. This does not preclude submission of an application at a later date if the pre-service drug abuse waiver criteria can be met at that time.

020904. PREVIOUS OR CURRENT ALCOHOL ABUSE. Previous or current alcohol abuse, including documented alcohol-related incidents or offenses, will be a factor in the whole-person evaluation made by the selection board for all officer programs. Although not a mandatory rejection factor, significant history of alcohol abuse is viewed negatively and will normally result in non-selection.

EXHIBIT 020901. ELIGIBILITY AND WAIVER CHART FOR OFFICER APPLICANTS WITH ALCOHOL/DRUG ABUSE AND/OR ALCOHOL/DRUG RELATED OFFENSES

If applicant self-admits or has received adverse adjudication for: (Note 1)	Then the waiver authority is
Use of Marijuana (cannabis, THC).	1-5 times = No waiver required. 6-9 times = NAVCRUITDIST CO 10 or more times = COMNAVCRUITCOM Note: Mandatory minimum waiting period of 90 days since last use or conviction
Behind the Wheel (BTW) offenses.	1 = NAVCRUITDIST CO 2 = COMNAVCRUITCOM 3 or more = ineligible
Prior psychological or physical dependence on any drug (including alcohol).	COMNAVCRUITCOM (N3M) (Note 2)
Use of stimulant or depressant drugs, narcotics, hallucinogenic (see below for LSD), or psychedelic drugs (other than experimental/casual use of marijuana).	1-3 times = NAVCRUITDIST CO 4 or more times = COMNAVCRUITCOM Note: Mandatory minimum waiting period of one year since last use or conviction.
Drug related offenses (including possession of drug paraphernalia)	1 = NAVCRUITDIST CO 2 or more = COMNAVCRUITCOM
Alcohol related offenses (total BTW and non-BTW offenses).	2 = NAVCRUITDIST CO 3 or more = COMNAVCRUITCOM CO
Drug trafficking/supplying.	Ineligible. No waivers authorized.
LSD use within two years prior to enlistment/commissioning.	Ineligible.

Note 1: Recruiting personnel **will** list all self-admitted alcohol/drug abuse and civil offenses regardless of disposition (dropped, dismissed, expunged, etc.) and time of occurrence on the EPSQ/SF-86. Applicants must provide a handwritten statement(s) regarding any alcohol/drug abuse.

Note 2: An applicant who has been psychologically or physically

dependent upon drugs or alcohol may request a COMNAVCRUITCOM eligibility determination when the pre-service dependency has been resolved in such a way that there is little likelihood that such behavior will recur. Their MEPS physical must include a psychiatric consultation. The applicant is considered a good risk for entry into the Navy if:

- a. The applicant has successfully abstained from drugs and alcohol for more than two years,
- b. The employment history or school attendance subsequent to rehabilitation is favorable, and
- c. The applicant appears well-motivated.
- d. A minimum of two years has elapsed since release from treatment.

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SECTION 10**LEGAL/CONDUCT REQUIREMENT**

021001. GENERAL. Recruiters will inquire with all applicants as to the status of any previous or current legal issues and properly document the applicant's responses. Applicants with no criminal convictions, fines, or periods of restraint are morally eligible for enlistment/commission.

Note: Applicants who are charged and/or convicted of any offense after final selection, but prior to shipping, must resolve all legal issues prior to executing orders and reporting to OCS/ODS. The applicant must provide documentation to NAVCRUITCOM (N311) for non-nuclear OCS applicants, NAVCRUITCOM (N313) for nuclear applicants and NAVCRUITCOM (N314) for non-nuclear ODS applicants to prove they are free of any further obligations. Resolution of legal issues is defined as being clear of all federal, state, city, and/or county encumbrances. This includes, but is not limited to:

- (1) All community service
- (2) Unsupervised probation
- (3) The payment of all fines
- (4) Any other court-imposed requirements

Criminal/civil charges may result in the applicant's release depending on circumstances involved with the charges/allegations. Failure to inform NAVCRUITCOM in writing within 14 calendar days of the initial offense will constitute grounds for immediate release and rejection of future applications and/or reconsiderations.

021002. DEFINITIONS. The following court-related terms are defined to assist in determining an applicant's qualifications.

a. Adverse Juvenile Adjudication

(1) The term "adverse juvenile adjudication" is adjudication as a juvenile delinquent, wayward minor, youthful offender, delinquent child, juvenile offender, incorrigible, and a declaration of the juvenile as a ward of the court, or an award of probation or punishment by a juvenile court as a result of an offense. The term "ward of the court," does not include

the adjudication of a juvenile as a "dependent", as "neglected", or as "abandoned".

(2) Determination by a judge or jury in juvenile court proceedings that the juvenile is guilty of, or that the individual committed the acts alleged in the petition or complaint, based either on the merits of the case or on the juvenile's admission of guilt or plea of guilty, and that the determination was recorded in the court's records, and

(a) Regardless of whether sentence was then imposed, withheld, or suspended, and,

(b) Regardless of subsequent proceedings in the same case to delete an initial determination of guilt from court records, based on evidence of rehabilitation or a satisfactory period of probation or supervision. Examples of "subsequent proceedings" used in juvenile courts in the United States are: "expungement", "record sealing", reopening the case to change the original finding of "guilty" or "delinquency", or the plea of "guilty" or admission of the truth of the allegations in the petition to "not guilty", dismissal of the original petition, setting aside the adjudication of "delinquency". Such subsequent proceedings merely recognize rehabilitation and do not alter the fact that the juvenile committed the act for which the individual was tried.

(3) For purposes of a waiver, processing will be based on the severity of the specific offense(s) for which an applicant was **adjudged or convicted**. The severity of the offense(s) will be determined by the Uniform Guide List for Typical Offenses, Exhibit 021003, or by the notes contained therein if the offense is not specifically listed by name. Once the request for a conduct waiver is at the proper decision level, factors such as the applicant's age at the time of the offense, the actual sentence imposed by the court, etc., will be considered.

b. Community Service. Is a sentence of a specific amount of labor to be performed for the benefit of the community at large. Community service is a form of fine or restitution, but is not a form of restraint. Applicants who have been directed by judicial authority to perform community service are ineligible for enlistment/commission until such service has been completed and the appropriate waiver has been granted. No person will perform any type of Community Service at any Navy Recruiting Office or Recruiting Facility. No exceptions.

c. Conviction

(1) Determination of "guilty" by judge or jury, based either on the merits of a case or on defendant's plea of "guilty" or "nolo contendere": Regardless of whether sentence was then imposed, withheld, or suspended.

Note: As a general rule of thumb, any requirements imposed by judicial authorities will be viewed as a conviction for enlistment/commission purposes. Pretrial intervention or diversionary programs will be considered a "conviction". Similarly, requirements imposed by law enforcement officials, (i.e., police, sheriffs, deputy sheriffs, or state troopers), will be viewed as a non-judicial administrative action. The key question is, "Was there involvement by judicial authorities?"

(2) Convictions or charges that have been reduced for expediency, as in "plea-bargaining", or plea to a reduced or lesser charge will be waived at the level appropriate for the **adjudicated/convicted charge(s)**. Caution in these matters are to ensure no "recruiter impropriety or involvement" with judicial authorities prior to the court conviction phase.

d. Expungement. Some states have established procedures for the subsequent "expunging of the record", "dismissal of charges", or "pardon" upon evidence of rehabilitation of the offender. Such action has the legal effect of extinguishing the initial "conviction" or "adverse juvenile adjudication" so that, under state law, the applicant has no record of conviction or adverse juvenile adjudication. In spite of this action, the record must be revealed and a waiver of the applicant's disqualification(s) is required at the proper enlistment/commission decision level.

e. Major Misconduct (Felony)

(1) A Major Misconduct (felony) is defined as a conviction or adverse adjudication by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty is confinement under state or local law exceeding one year. Refer to offenses listed in Exhibit 021003 for general felony offenses.

(2) An offense is classified as a Major Misconduct (felony) without regard to the offender's age when the offense was committed, or whether the offense was disposed of by juvenile or adult criminal proceedings. A Major Misconduct

(felony) charge that is adjudicated as a Major Misconduct (felony), which is amended later to a lesser offense classification, shall be considered a Major Misconduct (felony) for enlistment/commission waiver purposes. Any applicant arrested, charged, cited, or adjudicated with a Major Misconduct (felony) offense regardless of final offense disposition/adjudication rendered by any court or civil authority must be referred to NAVCRUITCOM (00J) for a mandatory NAVCRUITCOM offense classification determination.

f. Nolo Contendere. Nolo Contendere is a plea made by a defendant in a criminal action equal to an admission of guilt. With this plea a defendant is subject to punishment, but leaves open the possibilities for denial of the alleged facts in other proceedings. Nolo Contendere pleas are considered adverse adjudications for enlistment/commission processing.

g. Probation. The suspension of a sentence of an individual convicted but not yet imprisoned for that conviction, on condition of continued good behavior and regular reporting to (under the supervision of) a probation officer or other agent designated by the court. Regional legal terms synonymous to probation will be treated exactly as probation is used throughout this manual. Except for those circumstances described in Article 021006b, applicants currently on probation are ineligible for enlistment/commission until the term of their probation is completely fulfilled.

h. Sealed Juvenile Records. Several states have provisions for sealing juvenile records which serves to limit disclosures on the part of law enforcement officials and judicial authorities. In spite of the legal effect of such action, the applicant must reveal the record, and a conduct waiver must be granted to authorize enlistment/commission in these cases.

i. Domestic Violence. Domestic Violence is incompatible with military service and contrary to the Navy's core values. Waivers for domestic violence convictions (misdemeanor or felony) **are not authorized**, per the Lautenberg Amendment to the Federal Gun Control Act of 1968 for Military Personnel, unless the applicant has the conviction expunged.

(1) The term conviction means a judgment of guilty was entered against the **applicant** in court. Unlike usual waiver criteria, adjudication in the juvenile system, pre-trial diversions, or cases resulting in deferred judgments do not count as convictions for the purpose of this law.

(2) Domestic Violence Rejections:

Rule: Any applicant who has been convicted of a felony or misdemeanor crime of domestic violence is ineligible for enlistment/commission.

(a) Applicants who have convictions for domestic violence, as defined in Title 18 U.S. Code Sections 921 and 922 as discussed below are ineligible for service. There are exceptions to the rule, which are discussed below. NAVCRUITCOM personnel shall apply this rule to both felony and misdemeanor convictions for domestic violence. Domestic violence offenses may also include, but are not limited to, assault, assault and battery, and disorderly conduct convictions in which the perpetrator and victim meet the conditions of the domestic violence rule. The domestic violence rule must be applied regardless of whether or not the individual was charged with domestic violence.

(b) The crime of domestic violence means any crime which includes the attempt or use of physical force or the threat of/or use of a deadly weapon, where the perpetrator (applicant) is the:

1. current or former spouse, parent or guardian of the victim; or
2. the perpetrator and victim are parents of a child; or
3. the perpetrator cohabitated with the victim as a spouse, parent or guardian; or
4. the perpetrator was serving in a role similar to spouse, parent or guardian of the victim.

(c) This rule does not apply to deferred prosecutions, pretrial diversions, or similar alternative dispositions in a domestic violence case. These are not considered convictions for purposes of this rule. Deferred prosecutions are not the same as deferred or suspended sentences, which are the result of a conviction.

(d) This rule does not apply to summary court-martial convictions or the imposition of NJP (Article 15, UCMJ) for domestic violence. These are not considered convictions for purposes of this rule.

j. Unconditional Suspended Sentence/Unsupervised Unconditional Probation. An unconditional suspended sentence and unsupervised unconditional probation are considered a suspended sentence and probation imposed by a court, respectively, even though the court imposes no conditions:

(1) Regarding an individual's freedom of movement.

(2) Requiring the payment of damages.

(3) Requiring periodic reporting by individuals to an officer of the court (to include a probation officer).

(4) Involving supervision by an officer of the court (including a probation officer) upon the individual.

k. Violation of Probation. All applicants charged with probation violation require a NAVCRUITCOM (00J) enlistment/commission eligibility determination.

l. Enlistment/Commission as an Alternative to Prosecution Applicants may not enlist or commission as an alternative to criminal prosecution, indictment, incarceration, parole, probation, or other punitive sentence. They are ineligible for enlistment/commission until the original assigned sentence would have been completed.

021003. DOCUMENTATION OF CONDUCT QUALIFICATION. The applicant is the **primary source** by which the OR gathers information on conduct qualification for enlistment/commission. The use of standardized forms may validate and clarify an applicant's statement, or reveal further involvement. Documentation revealing lesser involvement, however, will not be used to contradict self-admitted information without clear evidence refuting the applicant's understanding of events. Documents used for verification are listed below.

a. DD Form 369 (Police Record Check). This form facilitates police record checks when required by this manual.

b. DD Form 370 (Request for Reference). This form is used to obtain, or confirm, information to help determine an applicant's eligibility for enlistment/commission. Recruiters will use the form in three instances:

(1) When required by this manual.

(2) When considered appropriate in questionable cases.

(3) When directed.

c. Single Scope Background Investigation (SSBI)/National Agency Check-Local Agency Check (NACLC). The SSBI and NACLC are important background checks by which an applicant's pre-accession arrest history is verified. Currently the SSBI and the NACLC investigation requests are submitted to the Office of Personnel Management (OPM) via transmission of applicant's fingerprints and the Electronic Personnel Security Questionnaire (EPSQ).

021004. SELF-ADMITTED CRIMES - NO POLICE RECORD. Self admitted crimes and offenses shall be processed in the same manner as adverse adjudications when the crimes or offenses are not revealed in police record checks or on file with civil authorities. Self admitted crimes and offenses shall be classified (charted) and waived at the appropriate level per this manual. However, any voluntarily disclosed, self admitted, or recruiter discovered form of police or criminal involvement by an applicant warrants further investigation and may be grounds for disqualification.

021005. IDENTIFIED MISCONDUCT OFFENSE(S). Depending on the nature of the misconduct offense(s) identified (if any), the applicant's application will require one of the following actions: Automatic Rejection, Legal Determination (COMNAVCRUITCOM (00J)), Misconduct Waiver, or no further action.

a. **Automatic Rejection**. Application for enlistment/commission will be automatically rejected with no further processing for any individual who:

(1) Is awaiting trial, awaiting sentence, or on parole

(2) Has pending civil unpaid fines/court dates

(3) Is on any type of probation (supervised or unsupervised), suspended jail time or has not completed court requirements such as counseling, driver school, etc.

(4) Holds religious beliefs that conflict with the principle that voluntary enlistees/officers are subject to unrestricted service on a 24-hour-a-day, seven-days-a-week basis.

(5) Has reservations about military service because of religious, moral, or ethical reasons.

(6) Has reservations about upholding and defending the Constitution of the United States, and its guarantees of civil rights and equal protection under the law for all residents of the United States regardless of their race, creed, color, sex, religion, or national origin.

(7) Participated in any organization that espouses extremist/supremacist causes, attempts to create illegal discrimination or advocates use of force/violence against the U.S. Government and territories/possessions. Participation also includes engaging in any other activity that relates to those organizations or is in furtherance of those organizations' objectives when such activities are detrimental to good order and discipline or mission accomplishment.

(8) Has been convicted of a hate crime or received adverse adjudication resulting from a hate crime offense.

(9) Is homosexual (as evidenced by the following)

(a) Policy. An applicant will be rejected if he/she has engaged in homosexual conduct, or has volunteered a statement that he/she is a homosexual, unless such acts are a departure from the applicant's usual behavior, such acts are unlikely to recur, such acts were accomplished by force, coercion, or intimidation; and the applicant does not have a propensity to engage in homosexual acts.

(b) Procedures. Recruiters will not question an applicant about his/her sexual preference/orientation. If, however the applicant makes a statement that he/she is a homosexual or a bisexual, or if evidence otherwise comes to light indicating an applicant may be a homosexual, then homosexual conduct becomes a qualification standard. Do not question the applicant. Stop processing and contact NAVCRUITCOM (00J) for further guidance.

(11) Is a single parent or dual military couple having custody of one or more children and refuses to complete a Family Care Plan Arrangement Agreement (OPNAV 1740/7).

b. Legal Determination. NAVCRUITCOM (00J) must review all applicant issues falling into the following mandatory determination categories:

(1) Lautenberg Amendment (Domestic Violence Law)

(2) Custody Determination

(3) Parental Consent (cases where NAVCRUIT 1133/97 has not been properly executed)

(4) Drug-Related Crimes (other than possession of marijuana and drug paraphernalia)(to include trafficking/supplying illegal drugs)

(5) Sex Related Crimes

(a) Exhibits transsexual or other gender identity disorders.

(b) Engages in exhibitionism, transvestitism, voyeurism, or other forms of deviant behavior.

(c) Is required by any state or federal court, statute, or administrative regulation to register as a sex offender.

(d) Has been convicted of rape, carnal knowledge, forcible sodomy, sodomy of a minor, prostitution involving a minor, indecent assault, assault with intent to commit rape, assault with intent to commit sodomy, indecent act with a minor, indecent language with a minor, kidnapping of a minor, pornography involving a minor, attempt to commit any of the foregoing, conspiracy to commit any or the foregoing, or solicitation to commit any of the foregoing.

(e) Any other crimes of a sexual nature

(6) Negligent Homicide

(7) Release from sentence conditioned upon entering the Navy

(8) Probation Violation

(9) All Major Misconduct (felony) offenses, including Major Misconduct offenses reduced to a lesser charge (Exhibit 021003 refers)

Note: To request a Legal Determination from (00J), complete and fax a Legal Determination Request Form (located on the Quarterdeck) (with CO's endorsement) along with copies of the documents listed in Exhibit 021001 to (901) 874-9479.

c. **Misconduct Waiver.** If the identified misconduct offense(s) does not require an Automatic Rejection, or if (00J) determines the offense to be waiverable after conducting a Legal

Determination, the OR must review Exhibit 021002 to determine what type/level of misconduct waiver is required, if any. Misconduct waiver procedures are outlined in Section 11 of this chapter.

021006. CIVIL RESTRAINT

a. Eligibility

(1) Applicants under civil restraint or ANY type of probation (supervised or unsupervised, conditional or unconditional) are ineligible for enlistment/commission. Do not begin processing an applicant during a period of civil restraint or probation. Waiver of this restriction is not authorized.

b. Mandatory Waiting Period After Civil Restraint
Processing of applicants who have been on any type of civil parole or probation is subject to the following conditions:

(1) Processing must not begin during the probationary or parole period.

(2) Applicants completing their original full term of parole or supervised, conditional probation are eligible to begin processing.

(3) Applicants who are released early from parole or probation are ineligible to begin processing until the criteria specified below are met:

(a) after the time their original full term of parole or probation would have terminated,

(b) after a three month waiting period for early release from parole or probation for felony convictions, or

(c) after thirty days for early release from parole or probation of misdemeanor or lesser convictions.

(4) **Processing Applicants After Confinement**
Confinement, as used in this instruction, is defined as: "Physical restraint not in a normal place of residence (such as, held in any jail or prison, juvenile hall, boys home, etc., of any city, county, state, or federal jurisdiction) where such confinement is the result of civil adjudication". The mandatory waiting periods are:

(a) Three months after confinement of 15 days or

more for adult or juvenile offenders.

(b) Two months after confinement of 4 to 14 days in adult or juvenile cases.

(c) No mandatory waiting period after confinement of 1-3 days for adult or juvenile offenders.

Note: The above mandatory waiting periods are not waivable.

021007. PENDING LAWSUITS AND COURT CASES

a. Eligibility

(1) A civil suit is brought to recover some right, or to obtain redress, of some wrong not being a crime. Civil suits (lawsuits) relate to and affect only individual rights whereas criminal prosecutions involve public wrongs. A suit brought to recover damages is one example of a civil suit (lawsuit). Applicants who may be required to appear in court as witnesses or who have lawsuits pending by or against them must not be enlisted/commissioned without prior approval of NAVCRUITCOM (00J).

(2) Procedure. Submit requests for enlistment/commission eligibility determination of applicants who are involved in civil suits to NAVCRUITCOM (00J).

(3) Information to Provide. To assist NAVCRUITCOM (00J) in deciding a given case, send a description of the nature of the case, together with a statement from the opposing lawyer as to when the case will be tried and whether or not the applicant's presence in court at the time of trial will be required. If the applicant is a defendant in a suit for damages, include a statement from the opposing lawyer and/or insurance company indicating whether the applicant needs to be present or waives his presence at the hearing.

021008. SPECIAL PROVISIONS FOR APPLICANTS CHARGED WITH CRIMES INVOLVING PHYSICAL VIOLENCE

a. Applicants charged with domestic violence require a NAVCRUITCOM (00J) determination of enlistment/commission eligibility.

b. The NAVCRUITDIST CO or XO shall conduct a physical violence interview with any applicant who has been arrested and charged with the commission of child molesting, sex crimes, or

crimes involving physical violence regardless of the disposition or adjudication of the charged offense.

c. Applicants convicted or received adverse adjudication for a crime involving physical violence requires a physical violence interview and waiver. The waiver interview must be conducted by either the NAVCRUITDIST CO or XO. Refer to Exhibit 021002 to determine if an additional waiver is required.

EXHIBIT 021001. MANDATORY DETERMINATIONS MATRIX

MANDATORY DETERMINATIONS:	DOCUMENTS TO REVIEW:
1. Lautenberg Amendment (Domestic Violence Law)	PRC Court Documents Handwritten Statement Police Narrative (if needed) * elements of crime
2. Custody Determination See Section 5 for exceptions	Birth Certificate Court Documents Handwritten Statement (lived with child/paying child support?)
3. Parental Consent (cases where NAVCRUIT 1133/97 has not been properly executed)	Handwritten statement by the applicant and parent/Guardian Court Documents Birth Certificate
4. Drug Related Crimes (other than possession of marijuana and drug paraphernalia)	PRC Court Documents Handwritten Statement
5. Sex Related Crimes	PRC Court Documents Handwritten Statement
6. Negligent Homicide	PRC Court Documents Handwritten Statement Possible Call to the District Attorney (DA) (Underlying circumstances are very important!!)
7. Release from sentence conditioned upon entering the Navy	PRC Court Documents Handwritten Statement May need minutes from court Possible call to DA
8. Probation Violation	PRC Court Documents Handwritten Statement Type of violation? Punished for violation?
9. All major misconduct (felony) offenses, including major misconduct offenses reduced to a lesser charge	PRC Court Documents Handwritten Statement Possible call to DA

* In all cases - review of the charges are based on State Law.

**EXHIBIT 021002. ELIGIBILITY AND WAIVER CHART FOR OFFICER
APPLICANTS WITH CIVIL/CONDUCT OFFENSES**

Offense	Number of Offenses	Waiver Authority
Traffic Violations (Regardless of When Occurring) Notes 1, 3 thru 9	Up to 5 6 to 10 11 or more	No waiver required NAVCRUITDIST CO NAVCRUITCOM
Non-Traffic Offenses (Minor Misdemeanors) (Regardless of When Occurring) Notes 1, 4, 5, 6, 7, 8 & 9	Up to 2 3 4-5 6 or more	NO waiver required NAVCRUITDIST CO NAVCRUITCOM No waiver authorized
Misconduct (Serious Misdemeanors) (Regardless of When Occurring) Notes 1, 2, 4, 5, 6, 7, 8 & 9	1 2-3 4 or more	NAVCRUITDIST CO COMNAVCRUITCOM No waiver authorized
Major Misconduct (Felonies) (Regardless of When Occurring) Notes 1, 2, 5, 6, 7, 8 & 9	1 (Adult) or 1 (juvenile) Applicants can have a combination of 1 adult and 1 juvenile major misconduct (cannot have more than 1 adult major misconduct offense). Applicants with 2 adult or 3 or more major misconduct offenses	COMNAVCRUITCOM CO (NAVCRUITDIST CO must conduct personal interview.) No waiver authorized
Combination Rules: (Misconduct and Non-Traffic Offenses) Notes 1, 2, 4, 5, 6, 7, 8 & 9	Combination of 1 misconduct and up to 3 non-traffic offenses Combination of 1 misconduct and 4 or 5 non-traffic offenses Combination of 2 misconduct and up to 4 non-traffic offenses Combination of 3 misconduct and up to 3 non-traffic offenses Combination of 3 misconduct and 4 or more non-traffic offenses Any combination totaling seven or more misconduct and non-traffic offenses Combination of 1 major misconduct and 4 or more additional offenses other than traffic violations	NAVCRUITDIST CO NAVCRUITCOM NAVCRUITCOM NAVCRUITCOM No waiver authorized No waiver authorized No waiver authorized

Note 1: In determining the classification of an offense (traffic, non-traffic offenses, misconduct and major misconduct), refer to Exhibit 021003 and the notes at the bottom of each category of offenses. The list of offenses in Exhibit 021003 takes precedence over State or local adjudications, with the exception of major misconduct (felony) offenses, see Article 021003e.(2) for additional guidance.

Note 2: Court documents for all misconduct and major misconduct offenses must be obtained prior to processing. Contact COMNAVCRUITCOM (00J) for guidance if court documents are unattainable.

Note 3: Parking violations, warning tickets, and faulty equipment tickets are no longer considered minor traffic offenses for any applicant (except Nuclear Field) regardless of program. **They do not have to be waived for enlistment/commission purposes, no matter how long ago they occurred;** however, these violations must be listed on the applicant's Personnel Security Questionnaire (SF-86) and Waiver Brief Sheet.

Note 4: A drug waiver is required if two or more violations are drug-related. An alcohol waiver is required if two or more violations are alcohol-related. Refer to Chapter 2, Section 9, Exhibit 020901 for waiver limits and authority.

Note 5: See Article 020901c for Behind the Wheel (BTW) offenses.

Note 6: Recruiting personnel **will** list all offenses regardless of disposition (dropped, dismissed, expunged, etc.) or time of occurrence on the EPSQ/SF-86. Applicants **must** provide a handwritten statement(s) regarding any traffic offense(s) in which they paid fine(s) exceeding \$100.00, and any non-traffic offenses, misconduct or major misconduct offense(s) regardless of fine amount or disposition.

Note 7: Probation violations are classified as non-traffic offenses. In cases where more than one probation violation exists, each violation must be considered separately.

Note 8: Any applicant arrested, charged, cited, or adjudicated with a major misconduct offense regardless of final offense disposition/adjudication rendered by any court or civil authority must be referred to COMNAVCRUITCOM (00J) for a mandatory COMNAVCRUITCOM offense classification determination.

Applicants with two or more adult or three major misconduct convictions are not enlistment/commission eligible.

Note 9: Use COMNAVCRUITCOM (00J) Legal Determination Sheet, (NAVCRUIT Form 1133/108), in all cases where this instruction states that COMNAVCRUITCOM (00J) must make an eligibility determination or offense classification decision. This form can be downloaded from the NAVCRUITCOM Quarterdeck.

EXHIBIT 021003. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense code	Traffic Violations
100	Bicycle ordinance violation.
101	Blocking or retarding traffic.
102	Contempt of court for minor traffic offenses.
103	Crossing yellow line; driving left of centerline.
104	Disobeying traffic lights, signs, or signals.
105	Driving on shoulder.
106	Driving uninsured vehicle.
107	Driving with blocked vision/tinted window.
108	Driving with expired plates or without plates.
109	Driving with suspended or revoked license.
110	Driving without license.
111	Driving without registration or with improper registration.
112	Driving wrong way on one-way street.
113	Failure to appear for traffic violations.
114	Failure to comply with officer's directives.
115	Failure to have vehicle under control.
116	Failure to signal.
117	Failure to stop or yield to pedestrian.
118	Failure to submit report following accident.
119	Failure to yield right-of-way.
120	Faulty equipment, such as defective exhaust, horn, lights, muffler, signal device, or wipers.
121	Following too closely.
122	Hitchhiking.
123	Improper backing; backing into intersection or highway; backing over crosswalk.
124	Improper blowing of horn.
125	Improper passing, such as passing on right, in no-passing zone, or passing parked school bus.
126	Improper turn.
127	Invalid or unofficial inspection sticker; failure to display inspection sticker.
128	Jaywalking.
129	Leaving key in ignition.
130	Leaving scene of accident (when not considered hit and run).
131	License plate improperly displayed or not displayed.
132	Operating overloaded vehicle.
133	Racing, dragging, or contest for speed.
134	Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement). Court costs are not part of a fine.
135	Reserved for future use.
136	Seatbelt/child restraint violation.
137	Skateboard/roller skate violations.
138	Speeding
139	Spilling load on highway.
140	Spinning wheels; improper start, zigzagging; or weaving in traffic.
141	Violation of noise control ordinance.
142	Other traffic offenses not specifically listed.

Note: An all-inclusive list of minor traffic offenses would be impracticable. Offenses of similar nature and traffic offenses treated as minor by local law enforcement agencies should be

treated as traffic violations.

EXHIBIT 021003. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense Code	Non-Traffic Offenses
200	Altered drivers license or identification.
201	Assault (simple assault with fine or restitution of \$500 or less and no confinement).
202	Carrying concealed weapon (other than firearm); possession of brass knuckles.
203	Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500).
204	Committing a nuisance.
205	Conspiring to commit a misdemeanor.
206	Curfew violation.
207	Damaging road signs.
208	Discharging firearm through carelessness or within municipal limits.
209	Disobeying summons, failure to appear other than traffic.
210	Disorderly conduct; creating disturbance; boisterous conduct.
211	Disturbing peace.
212	Drinking in public.
213	Drunk in public; drunk and disorderly.
214	Dumping refuse near highway.
215	Failure to appear, contempt of court. (all offenses except felony proceedings)
216	Failure to appear, contempt of court. (felony proceedings)
217	Failure to stop and render aid after accident.
218	Fare/toll evasion.
219	Harassment, menacing or stalking.
220	Illegal betting or gambling; operating illegal handbook, raffle, lottery, punch board; cockfight.
221	Indecent exposure.
222	Indecent, insulting, or obscene language communicated by telephone to another person.
223	Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny)
224	Juvenile adjudications; such as beyond parental control; incorrigible; runaway; truant; or wayward.
225	Killing a domestic animal.
226	Littering.
227	Loitering.
228	Malicious mischief. (Fine or restitution of \$500 or less and no confinement)
229	Pandering.
230	Poaching.
231	Purchase, possession or consumption of alcoholic beverages or tobacco products by minor.
232	Removing property from public grounds.
233	Removing property under lien.
234	Robbing orchard.
235	Shooting from highway.
236	Throwing glass or other material in roadway.
237	Trespass (non-criminal/simple).
238	Unlawful assembly.
239	Unlawful manufacture, sale, possession, or consumption of liquor in a public place.
240	Unlawful use of long-distance calling card.
241	Using or wearing unlawful emblem/identification.
242	Vagrancy.
243	Vandalism (Fine or restitution of \$500 or less and no confinement)-.
244	Violation of fireworks laws.
245	Violation of fish and game laws.
246	Violation of leash law.
247	Violation of probation.

248	Other misconduct offenses not specifically listed.
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Note: Offenses of comparable seriousness should be treated as non-traffic offenses. In doubtful cases, the following rule should be applied: If the maximum confinement under local law is four months or less, the offense should be treated as a non-traffic offense.

EXHIBIT 021003. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense Code	Misconduct Offenses
300	Aggravated assault, fighting or battery (more than \$500 fine or restitution or confinement).
301	Carrying of weapon on school grounds (non-firearm)
302	Concealment or failure to report a felony.
303	Contributing to delinquency of minor.
304	Crimes against the family. (non-payment of court ordered child support/alimony)
305	Criminal mischief (more than \$500 fine or restitution or confinement).
306	Criminal trespass.
307	Desecration of grave.
308	Domestic battery/violence, not considered Lautenberg Amendment.
309	Driving while drugged or intoxicated, or driving while ability impaired, permitting a DUI.
310	Illegal or fraudulent use of a credit card, bank card (value less than \$500).
311	Larceny or conversion (value less than \$500).
312	Leaving scene of accident (hit and run).
313	Looting.
314	Mailbox destruction.
315	Mailing, to include e-mail, of obscene or indecent matter.
316	Possession of marijuana or drug paraphernalia. (See definitions in Article 020902)
317	Prostitution or solicitation for prostitution.
318	Reckless driving, careless, or imprudent (considered a serious misdemeanor when the fine is \$300 or more or when confinement is imposed).
319	Reckless endangerment.
320	Resisting arrest or eluding police.
321	Selling or leasing weapons.
322	Stolen property, knowingly receiving (value \$500 or less).
323	Throwing rocks on a highway, throwing missiles at sporting events, throwing objects at vehicles.
324	Unauthorized use/taking of a vehicle/conveyance from family member, joyriding.
325	Unlawful carrying of firearms; carrying concealed firearm.
326	Unlawful entry.
327	Use of telephone, internet, or other electronic means to abuse, annoy, harass, threaten, or torment another.
328	Vandalism (more than \$500 fine or restitution or confinement).
329	Willfully discharging firearm so as to endanger life; shooting in public place.
330	Other misconduct offenses not specifically listed.

Note 1: Offenses of comparable seriousness should be treated as misconduct offenses. In doubtful cases, the following rule should be applied: If the maximum confinement under local law exceeds four months but does not exceed one year, the offense should be treated as a misconduct offense.

EXHIBIT 021003. UNIFORM GUIDE LIST FOR TYPICAL OFFENSES

Offense Code	Major Misconduct
	<i>Any applicant arrested, charged, cited, or adjudicated with a major misconduct (felony) offense regardless of final offense disposition or adjudication rendered by any court or civil authority must be referred to COMNAVCRUITCOM (00J) for a mandatory COMNAVCRUITCOM offense classification determination.</i>
400	Aggravated assault, assault with a dangerous weapon, maiming.
401	Arson.
402	Attempt to commit a felony.
403	Breaking and entering with intent to commit a felony.
404	Bribery.
405	Burglary.
406	Carjacking.
407	Carnal knowledge of a child.
408	Carrying of weapon on school grounds. (firearm)
409	Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).
410	Child abuse.
411	Child pornography.
412	Conspiring to commit a felony.
413	Criminal libel.
414	Domestic battery/violence, as defined under the Lautenberg Amendment.
415	Embezzlement.
416	Extortion.
417	Forgery; knowingly uttering or passing forged instrument. (except for altered identification cards)
418	Grand larceny/larceny (value over \$500).
419	Grand theft auto.
420	Hate crimes.
421	Illegal/fraudulent use of a credit card, bank card, or automated card (value of \$500 or more).
422	Indecent acts or liberties with a child, molestation.
423	Indecent assault.
424	Kidnapping; abduction.
425	Mail matters: destroying, obstructing; opening, stealing or taking.
426	Manslaughter.
427	Murder.
428	Narcotics, or habit forming drugs; wrongful possession or use. (marijuana not included)
429	Negligent/vehicle homicide.
430	Perjury; subordination of perjury.
431	Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property.
432	Public record: altering, concealing, destroying, mutilating, or removing.
433	Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes.
434	Riot.
435	Robbery, in include armed.
436	Sale, distribution, or trafficking (including "intent to") of marijuana or any controlled substance. (Mandatory rejection)
437	Sodomy.
438	Stolen property, knowingly receiving (value over \$500).
439	Terrorist threats including bomb threats.

440	Violation of civil rights.
441	Other serious misconduct offenses not specifically listed.

Note: Offenses of comparable seriousness should be treated as major misconduct. In doubtful cases, the following rule should be applied: If the maximum confinement under local law is one year or more, the offense should be treated as a major misconduct offense. Any applicant arrested, charged, cited, or adjudicated with a major misconduct (felony) offense regardless of final offense disposition or adjudication rendered by any court or civil authority must be referred to COMNAVCRUITCOM (00J) for a mandatory COMNAVCRUITCOM offense classification determination.

SECTION 11

WAIVERS

021101. GENERAL POLICY

a. Enlistment/Commissioning Criteria. Criteria standards for enlistment/commissioning are established to ensure that the Navy enlists/commissions only those applicants who are capable of successfully completing their contractual term of service. Any applicant who does not meet these standards will not be enlisted/commissioned without a criteria waiver being granted by the command authorized to approve the deviation from the standard. **The waiver process is not an administrative addendum by which unqualified applicants are enlisted/commissioned.**

b. Waiver Recommendations. Waivers will be recommended for only two reasons:

(1) Highly favorable traits or mitigating circumstances exist which outweigh the reason for disqualification; or

(2) The enlistment/commission is clearly in the best interests of the Navy.

c. Waiver Responsibilities. The responsibility of determining whether or not waiver requests warrant favorable consideration rests with all levels of command, but initially with the recruiter. The recruiter's responsibilities include:

(1) Screening (questioning and counseling)

(2) Investigating (gathering proper documentation)

(3) Initiating the waiver request (if warranted)

021102. ELIGIBILITY FOR WAIVERS

a. Making a Determination. To determine whether an applicant is eligible for a waiver, the following matters must be considered:

(1) Is the Program requirement one that may or may not be waived?

(2) Subordinate commanders are not authorized to impose less restrictive criteria to official waiver guidelines; however, commanders at any level may disapprove a waiver based

upon the waiver's own merit, the commander's judgment, and the current recruiting environment.

(3) An applicant's eligibility will be based on the "whole person" concept. The whole person concept is explained below.

b. **The Whole Person Concept**

(1) Waivers will be evaluated using the whole person concept. Under this concept, an applicant's qualifications are compared with past performance with the intent of calculating potential effectiveness in the Navy. Such an evaluation is difficult. The evaluation should present for consideration all relevant facts and information, as well as a thorough meaningful evaluation. Waiver requests that simply identify the disqualifying factor(s) without thorough discussion of all mitigating circumstances and the applicant's favorable traits are a disservice to the applicant and may jeopardize waiver approval.

(2) To help in evaluating cases, review strengths and weaknesses. Be alert for patterns of success or failure. Consider the following questions:

(a) Is the applicant a desirable prospect?

(b) Does the applicant's strengths heavily outweigh the reason(s) for disqualification?

(c) Are the applicant's demonstrated qualities indicative of successful service as a Navy Officer?

(3) If there is any doubt, or the answer to any of the above questions is "no" a request for a waiver should not be processed. This decision must be made without regard to monthly production goals.

021103. SPECIAL CONSIDERATIONS FOR CONDUCT AND MEDICAL WAIVERS

a. **Conduct Waivers**

(1) Requirement to Disclose. Applicants are required to disclose all arrests, detentions, or investigations, by police and juvenile authorities, even if no charges or trials resulted. They are also required to disclose dependency status and any illegal involvement with drugs. Recruiting personnel will ensure applicants are fully aware of these requirements and of

the penalties for withholding information or defrauding the United States government.

(2) Police Records Checks (DD Form 369)

(a) Recruiters will conduct Police Record Checks (PRCs) as follows:

1. Traffic Offenses. If an applicant's admitted involvement with law enforcement consists only of minor traffic offenses that do not require a waiver, police record checks are not required to confirm the individual's record; however, if doubt or suspicion exists, police record checks must be conducted.

2. Non-Traffic, Misconduct and Major Misconduct Offenses. If the applicant's involvement with law enforcement officials consisted of other than traffic offenses, police record checks will be initiated with juvenile, county, sheriff, state and federal law enforcement agencies for each community where the applicant has lived for the last three years and where the offenses were alleged to have been committed. This includes juvenile/adult authorities, courts, probation departments, and parole officers. The PRC will be used to confirm the existence of the charge and its disposition, and to determine, if applicable, the conditions under which sentence was suspended, the inclusive dates of probation, confinement, commitment, or parole, and the degree of rehabilitation.

3. Prior Service

a. U.S. Navy. Offenses committed and waived prior to the member's initial Navy enlistment do not require additional conduct waiver. Offenses committed during active duty, or during Extended Active Duty (EAD)/drill status in the case of reservists, do not require a conduct waiver if the offense was adjudicated by military authority or by civilian authority. Regardless, all offenses shall be annotated on the EPSQ and applicable enlistment/commissioning processing documents. Any offense (including any drug involvement) committed subsequent to the last period of honorable service or while in an IRR status does require a conduct waiver. In such cases all prior and current offenses shall be considered in determining whether the individual is best qualified for waiver consideration.

b. Other Service. Offenses committed prior to, during, or subsequent to any enlistment in another branch of the U.S. Armed Forces, Active or Reserve (including the National Guard); require a waiver by the appropriate waiver authority as if the applicant did not have prior service. In such cases, however, consideration will be given to when the offense occurred in relation to the applicant's prior service.

4. Aliens. Provided they are otherwise qualified, alien applicants, and applicants who have resided in foreign countries for any period of time since their 10th birthday, are eligible for enlistment/commission without police record checks from the foreign countries concerned. If an applicant admits to a criminal record in a foreign country, obtain all possible information through an interview. Recruiters will not contact foreign authorities to determine conduct qualifications or for police record checks.

(b) Reimbursement of Expenses. When charged for police records checks, recruiter out-of-pocket funds will be used for this expense. If appropriate, the NAVCRUITDIST Commanding Officer may initiate a Blanket Purchase Agreement (BPA) to cover fees.

(3) Character References

(a) When an applicant requires a COMNAVRUITCOM waiver, at least three character references must be obtained. The DD Form 370, Request for Reference, shall be used.

(b) Specific comments on an applicant's rehabilitation and any other relevant information are necessary for a proper evaluation. The following statement will be added to the "Remarks" Section of the DD Form 370:

"Please use the Remarks Section. Specifically address the circumstances of any known illegal involvement with drugs or with police, to include rehabilitation efforts, if applicable. Your comments are useful and will be kept in strictest confidence."

(c) A letter of reference is no better than its source. References from an applicant's family or friends are of little value because of a natural bias. Likewise, references that are completed and returned through the applicant are not as meaningful as those that are treated confidentially. **Recruiters will mail, or personally deliver, the DD Form 370 requests to at least three individuals, named by the applicant, for completion**

and return. Mailing the forms and enclosing self-addressed, stamped envelopes will preserve necessary confidentiality.

(d) Only references from reputable and responsible citizens are considered appropriate (e.g., college deans, college professors, doctors, employers, etc.).

Note: All DD Form 370s shall have the signer's area code and telephone number annotated. If an applicant had at any time been under the supervision of a probation or parole officer, a reference from this individual is mandatory.

(4) Decisions on Conduct Waiver Requests. Applicants should be judged on their fitness for duty in the Navy by their character at the time of application. The whole person concept discussed in Article 021102 should be used. Additionally, the following factors should be considered and addressed in the waiver request:

(a) The nature of the offense(s), to include any drug involvement, the attendant circumstances, both aggravating and extenuating, date of apprehension or arrest, trial date and/or sentencing date, and all inclusive dates of incarceration, credited or otherwise.

(b) The sentence, punishment, or other disposition.

(c) The age at the time of the offense(s), to include any illegal involvement with drugs.

(d) The degree of rehabilitation.

(e) The time elapsed since the offense (including any illegal involvement with drugs).

(f) The mitigating factors, including other enlistment qualifications.

(g) Date probation started and ended.

(h) Date of final action taken by judicial authority.

Note: The single most important aspect of a waiver request is the Commanding Officer's recommendation, particularly in the case of Major Misconduct (felony) waivers. While even the strongest recommendation cannot make a non-competitive applicant competitive, it does serve to significantly influence the outcome of determinations when an applicant cannot demonstrate

overwhelming potential, yet is not sufficiently below standards to warrant disapproval of the request. Specific recommendations are required. An endorsement merely forwarding a request will not be favorably considered. In all decisions, a detached, objective viewpoint is necessary to ensure success of Navy Recruiting Command's primary mission.

b. **Medical Waivers. Submit medical waiver request with supporting documentation to N3M via OTools. (See Article 020813)**

021104. WAIVER AUTHORITY LEVELS. Requests for waiver of enlistment/commissioning criteria will be submitted to the appropriate waiver authority for decision. There are two waiver authority levels (NAVCRUITDIST and COMNAVCRUITCOM) discussed in this chapter.

a. **NAVCRUITDIST Level Waiver Procedures**

(1) "By Direction" Waiver Approval and Documentation Authority.

(a) NAVCRUITDIST COs may authorize their Executive Officer (XO), or Recruiting Operations Officer (R-OPS), to grant "By direction" enlistment criteria waivers and program eligibility determinations that are within the CO's authority, with the exception of those criteria or standards that cannot be delegated, as stated in this manual. Additionally, COs may authorize their XOs authority to grant CO level waivers at any time. This authority must be specifically detailed in a "By direction" letter.

(b) Authority of Acting Commanding Officers. Chapter 10, Navy Regulations, provides that "an officer who succeeds to command due to incapacity, death, departure on leave, detachment without relief, or absence due to orders from competent authority of the officer detailed to command has the same authority and responsibility as the officer who he succeeds." Additionally, officers acting in the absence of both the CO and XO are authorized to conduct waiver interviews and sign waivers while the CO and XO are conducting station visits or any other official "out-of-office" recruiting-related activities.

(2) In all cases where the applicant requires a NAVCRUITDIST level waiver, the NAVCRUITDIST CO (or designated "By direction" personnel) shall conduct a personal interview with the applicant.

b. COMNAVCRUITCOM Level Waiver Procedures

(1) **Conduct and Drug/Alcohol waivers.** All applicants requiring a COMNAVCRUITCOM Conduct or Drug/Alcohol waiver must be personally interviewed by the NAVCRUITDIST CO (or designated "By direction" personnel). If the CO (or designated "By direction" personnel) recommends forwarding the waiver, he/she must personally endorse the waiver (**cannot be delegated**), and the waiver must contain the following statement: "The Commanding Officer (or designated "By direction" person) has personally interviewed this applicant." The waiver request paperwork (Form 1133/39 and appropriate Officer Waiver Request Checklist) must be completed and forwarded to COMNAVCRUITCOM (Waivers Section) by scanning/emailing the complete waiver request package to TATTOOS@CNRC.NAVY.MIL. The Form 1133/39 and appropriate checklist can be found on the CNRC Quarterdeck.

(2) **Prior Service Veteran (RE-Code) waivers.** For prior service veteran waivers, the RE-Code Waiver request paperwork must be completed and forwarded to COMNAVCRUITCOM (Waivers Section) by scanning/emailing the complete waiver request package to TATTOOS@CNRC.NAVY.MIL. Include the following documents: Waiver Briefing Sheet (Form 1133/39), the Officer RE-Code Waiver Request Checklist (located on CNRC Quarterdeck), and copies of the applicant's commissioning documents to include the DD214/NGB 22 and any other supporting documentation. Also, upload these documents into OTools.

Note: The Reenlistment Code Chart (Exhibit 021101) provides waiver eligibility (if any) for prior service veterans. No prior service waiver is authorized if the veteran's RE-Code cannot be verified.

021105. DOCUMENTATION OF WAIVER APPROVAL

a. **Documents.** The approving authority must document and maintain a record of the waiver approval for two years by one of the following methods:

(1) A signed letter listing all criteria requiring a waiver and whether each is approved or disapproved.

(2) A signed copy of the Waiver Briefing Sheet.

b. **Waiver Approval/Disapproval Letters.** The Officer Processor or designated personnel must upload all waiver approval/disapproval letters in OTools and retain a copy in the member's Residual File.

c. Other Waiver Material. Include a copy of any other waiver approval correspondence in the applicant's residual file.

EXHIBIT 021101**REENLISTMENT CODE (RE-CODE) CHART**

REENLISTMENT CODE (RE-CODE) CHART	
INELIGIBLE TO REENLIST WAIVERS NOT AUTHORIZED AND WILL NOT BE CONSIDERED	
NAVY & USCG	RE-2, RE-3A, RE-3C, RE-4
AIR FORCE	RE-2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 2I, 2J, 2K, 2L, 2M, 2N, 2P, 2Q, 2R, 2S, 2T, 2U, 2V, 2W, 2X, 3S, 3V
ARMY	RE-3C, RE-4, RE-4A, RE-4R
MARINE CORPS	RE-2, RE-2B, RE-2C, RE-3A, RE-3S, RE-4, RE-4B
ELIGIBLE TO REENLIST	
NAVY & USCG	RE-1, RE-R1, RE-1E, RE-5, RE-7
AIR FORCE	RE-1, 1J, 1M, 1P, 1Q, 1T, 3A, 3B, 3C, 3D, 3E, 3I, 3K, 6B, RE-12, 13, 14
ARMY	RE-1, RE-1C, RE-1A, RE-1B, RE-2, RE-2A, RE-2B, RE-2C, RE-3A
MARINE CORPS	RE-1, RE-1A, RE-1B, RE-1C, RE-2A
INELIGIBLE TO REENLIST WITHOUT A NAVCRUITCOM WAIVER	
NAVY & USCG	RE-2*, RE-3, RE-3B, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3K, RE-3M, RE-3P, RE-3Q, RE-3R, RE-3S, RE-3U, RE-3X, RE-3Y, RE-3Z, RE-6, RE-8
AIR FORCE	RE-1A, 4A, 4B, 4C, 4D, 4E, 4F, 4G, 4H, 4I, 4J, 4K, 4L, 4M, 4N
ARMY	RE-3, RE-3B
MARINE CORPS	RE-3B, RE-3C, RE-3D, RE-3E, RE-3F, RE-3G, RE-3H, RE-3J, RE-3M, RE-3N, RE-3O, RE-3P, RE-3R, RE-3S, RE-3U, RE-3W